**SAMPLE *Letter to Employer***

[Insert date] 2016

[Insert name of manager]

[Insert job title of the manager here]

[Insert the directorate/workplace details here]

[Insert the postal address here]

Dear [name of the relevant manager]

RESULTS FROM CSP MEMBER STRESS SURVEY IN [name of the service/workplace]

I am the CSP Rep for [Insert name of the workplace/services you cover here]. As part of the CSP’s national campaign on workplace stress titled *Pinpoint the Pressure,* I recently undertook a survey of members. Attached is a blank copy of the CSP survey for your information.

I surveyed [insert the number of members surveyed by you here] members and received [insertthe number of member responses you got back here] responses. This is a response rate of [insert the% here] %. With regard to question 1 – *Do you feel stressed by your work?* [Insert the number of responses that said yes to question 1 here] members responded in the affirmative. The main cause of stress is [insert here the top cause of stress, for example - *work demands*]

This response indicates that there may be a problem, requiring further investigation. I therefore request that a suitable and sufficient risk assessment be undertaken as soon as possible. For your information under the Safety Representatives and Safety Committee Regulations1977 and the Management of health and safety at work regulations 1999, union reps and staff should be consulted within this process.

I would like to discuss this matter further with you and will contact your office within the next two days to arrange a meeting.

Yours sincerely

[Insert you name here]

CSP [insert your CSP job title here i.e. safety rep or steward]

[Insert your service/workplace here]