**Compass Group UK & Ireland**

**“Example Letter to Client Re: Management of Electrical Safety”**

Dear Sir/Madam,

The regulations relating to the electrical installation and use of portable electrical equipment in the workplace require certain specific steps to be taken to control and manage any risks arising from them. It is my understanding that you are responsible in respect of these premises where …….insert Company name e.g. Eurest Services, Chartwells etc. ……. are contracted to provide services on your behalf.

I should be grateful if you would provide me with the following information:

* The details of the person who is the responsible person to manage electrical safety and portable appliance testing in the areas of the premises in which we operate.
* The findings of any risk assessments you have completed in respect of the electrical systems in the areas of the premises in which we operate and a copy of, or access to, the details of your management plan to control those risks (e.g. servicing/maintenance frequency, copies of PAT testing regimes, inspection of the fixed electrical installation etc.).

This is so that I can advise our employees and our contractors of any risks arising from the electrical systems that they may be exposed to when they enter or work within the areas under our control. Furthermore this will enable our co-operation in fulfilling any obligations we may have in the arrangements detailed in your management plan.

Yours etc.

Site/Unit Manager
C.C. ……Insert Name of Line Manager…