Dear

I write with reference to proposed electrical works intended to be carried out by your company at Excel London.

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 impose duties to safeguard the health and safety of those who are not in our employment, but who may be affected by our business activities. These duties also apply to contractors working at Excel, with respect to safeguarding Excel employees and others from their activities.

To carry out any electrical installation at Excel, you are required to complete the Excel ’Contractors’ Health & Safety Questionnaire’. Excel’s Health & Safety Department will then assess and liaise with you regarding your competence to manage health and safety at Excel. Please note only those who comply with the above will be permitted to carry out electrical work at Excel.

It is proposed that a period of 28 days be allowed, from the date of this letter, for satisfactory replies to the `Contractors’ Health & Safety Questionnaire’ to be submitted to Excel. After that time your company will not be allowed to carry out any electrical work at Excel until such time that the questionnaire has been completed and copies of the required documentation have been provided.

## Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Health & Safety Manager