**COVER *Letter***

Insert the required details in the brackets of this template and then send out with the survey to each member

Dear CSP member,

As your **[CSP health and safety representative/steward]** I will be conducting a survey of CSP members at **[name of workplace/site/Trust]** on **[insert date/s here]** to identify whether stress and overwork are a problem we need to address. The survey will be circulated to you **[insert here the details on how you are going to circulate your survey i.e. will you hand it out at a meeting or send it out via email?]**

CSP members nationwide are reporting an increase in pressure to undertake excessive workloads, and to regularly work beyond their hours.

By taking a few minutes to fill out this simple survey, you will help identify whether workplace stress and workload pressure is an issue here.

The CSP knows that increased workloads left unchecked can be harmful for us and patients. The important first stage for us to get back control of workloads is to pinpoint the central pressure you are experiencing.

The survey is completely confidential. All information is anonymous but can be used to assist us in developing a plan with our managers to resolve any problems identified.

Please do not hesitate to contact me for further information.

**[your Name]**

# CSP Safety Rep/Steward

**[your Contact details]**