BSM Name

BSM Telephone Number

Title Firstname Surname

Schools officer

C/- School

Address

SUBURB QLD PC

Dear Firstname

I am writing to you in accordance with the provisions contained within the department’s *Maintenance of areas outside school grounds* procedure.

Due to the:

* Dot point detailing reason e.g. lack of local council service / rapid growth following rain which is now causing or might cause a safety risk for student, parents and employees entering and exiting the school grounds.

I am requesting that you:

* Dot point detailing area / expanse and location of mowing and/or other maintenance tasks to be undertaken.

When undertaking this work, please take into account the following issues identified (if any)in the risk assessment:

* Dot point detailing issue e.g. timing of task to avoid peaks in vehicle and pedestrian traffic.
* Dot point detailing issue e.g. comments / details clarifying any potential physical location hazards (e.g. terrain, landscape, beside front or side road, main road or driveway edging).

**OR**

A risk assessment has been carried out and no risks have been identified.

The personal and protective equipment (PPE) required for this task has been identified and provided to you. Please ensure you inform the nominated officer or myself immediately should you have any questions or concerns re the appropriate use of the PPE.

Please find attached a copy of the Queensland Government indemnity guideline.

I invite you to contact nominated officer on (07) 1234 5678 should you have any queries regarding this matter.

Yours sincerely

**FIRSTNAME SURNAME**

**School Principal**

Ref: Outgoing correspondence record number