

Emmie Galilee  
Stakeholder Liaison  
Better Backs Campaign  
Health and Safety Executive  
Rose Court  
2 Southwark Bridge  
London SE1 9HS



date: 24 October 2007

Dear Emmie

EduAction (Waltham Forest) Ltd is delighted to support this year's Better Backs campaign which aims to reduce the incidence and impact of back pain and upper limb disorders caused or made worse by work and to reduce the number of working days lost to these causes.

We have set ourselves the following goals with view to tackling back pain and upper limb disorders in our work place:

- Raise awareness of manual handling issues
- Introduce good practice to avoid manual handling injuries
- Reduce the likelihood of injuries to staff by considering - the load, individual, task and environment or LITE!

We plan to achieve our goals by taking the following actions:

- Promote manual handling techniques throughout the company via our staff newsletter
- Train or provide refresher training for relevant staff
- Implementing control measures identified by risk assessments

EduAction (Waltham Forest) Ltd is committed to working with HSE and the Local Authorities on this issue - together we can make a real difference.

Yours sincerely

Richard Forster  
Health and Safety Manager