

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

date: 8th November 2007

Dear Emmie

Farnborough Grange Nursery/infant School 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:

- **To ensure that all staff are aware of their posture**
- **To ensure that every member of staff who works at a PC are aware of the procedures**
- **Staff must not lift children unnecessarily**
- **Staff must not lift heavy items**

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

- **All new members of staff complete either a manual handling course or watch a presentation/read literature relating to manual handling**
- **All new members of staff are given a 'pre-employment' booklet which has guidance notes for 'working with VDU's' and complete a risk assessment form**
- **A lift has been installed into the nursery to assist members of staff to change nappies and/or to deal with first aid emergencies**
- **Staff have wheeled containers for their work and a wheeled trolley is available to assist in the moving of things around the school**

Farnborough Grange Nursery/infant School is committed to working with HSE and the Local Authorities on this issue - together we can make a real difference.

Yours sincerely

Donna Tooley
Admin Officer
Wellbeing Facilitator