

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

Date: 2 October 2007

Dear Emmie

HintonLea Associates 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:

- **All staff to complete a VDU assessment**
- **All staff to be sitting correctly and comfortable**
- **Staff to take regular breaks**

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

- ***VDU assessment included in Induction programme***
- ***Regular checks to ensure sitting comfortable***
- ***Staff encouraged to take regular breaks***

HintonLea Associates is committed to working with HSE and the Local Authorities on this issue - together we can make a real difference.

Yours sincerely

Gretchen Amorim
Commercial Project Manager