

19 March 2008



Emmie Galilee
Stakeholder Liaison
Better Backs Campaign
Health & Safety Executive
Rose Court
2 Southwark Bridge
LONDON, SE1 9HS

Dear Emmie

The Retreat 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 a view to tackling back pain and upper limb disorders in our workplace:

- *Goal 1* – Increased manual handling training and ongoing support and guidance
- *Goal 2* – Ensure accurate and up-to-date assessments within each area of work

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

- *Action 1* – Appoint a Manual Handling Coordinator and specific area-based representatives to monitor, give support, and feed back any issues arising
- *Action 2* – Training given on conducting manual handling risk documentation and regular auditing on manual handling risk documentation and practice in each area of work.

The Retreat is committed to working with HSE and the Local Authorities on this issue – together we can make a real difference.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alison Rose', written in a cursive style.

Alison Rose
Manual Handling Coordinator

Mental healthcare: for people, not for profit

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