

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

date: 18 January 2007

Dear Emmie

The Royal Hospital for Neuro- disability 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:

- 1. Improve attendance at mandatory training days and workshops.**
- 2. Improve supervision of staff in the work areas.**
- 3. Establish the level of compliance with safe manual handling practices.**

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

*Actions for goal Number 1*

- **Establish the reasons for non-attendance and ensure staff have opportunities to attend.**
- **Distribute frequent reminders to managers regarding training days and the names of staff signed to attend.**
- **Encourage staff to cancel in advance if necessary so that the space can be offered to another member of staff.**

*Actions for goal Number 2*

- **Establish a network of staff who can support new and junior staff-members in the work area and act as an identified link for the staff development department.**
- **Ensure that the link personnel have the relevant knowledge and skills to feel confident in this role.**

*Actions for goal Number 3*

- **Complete an audit of the manual handling practices employed by staff in the work area.**

The Royal Hospital for Neuro-disability is committed to working with HSE and the Local Authorities on this issue - together we can make a real difference.

Yours sincerely  
*Nicoline Kakora-Shiner*  
*Staff Development Officer/Manual Handling Trainer*