

# Executive Board Summary



**10<sup>th</sup> September 2007**

Summary of the Executive Board meeting held on 10<sup>th</sup> September 2007.

## **Garthdee Office**

Due to delays the office will not be open at Garthdee until early October.

## **Health and Safety Audit**

Following a Health and Safety audit on 10 September the General Manager reported the following:

- Health and Safety policy for the Student Association to be written
- New policies and procedures had been written over the past few weeks, but there was still a large amount of work to be done
- Not enough Risk Assessments had been done
- Training programme in order
- Induction programme in order
- Licensing matters in order
- Policy to be put in place regarding "visitors" and "contractors" coming into and leaving the building
- Fire drills and evacuation procedures to be put in place and all staff to be informed.
- First Aid boxes to be checked
- The names of First Aiders to be made available to all staff.

A report to be made to the Executive Board when Audit report is received.

## **Freshers Programme**

The following points/arrangements were discussed:

- Website will be ready to launch shortly. For more information on assigned areas contact Andrew.
- A Freshers Magazine to be produced. It was agreed that the name "Cogno" should no longer be used – suggestions for a new name to be sent to Josh by Tuesday 11 September.
- Student Handbook now ready to be posted to Freshers. It was noted that the board appreciated Greg's hard work in producing and designing the Handbook.
- Freshers Team and Leaders training – to be held on Friday 14 September.
- Freshers Team and Officer's T-shirts have been sponsored by Endsleigh Insurance.
- Price of T-shirts to be discussed at Freshers Team meeting.

Following the meeting, the Executive Board had an informal talk with RGU's Mike McCall to discuss finances and procedures.