



Devon & Cornwall Floral Art

Check list for flower club meetings.

1. Have members signed in – including the demonstrator or judge (in case of fire you have a comprehensive list of everybody present)
2. Risk assessment with specific regard to tripping over handbags and hand bag handles, walking sticks, bucket and boxes, wet floors and stairs.
3. Health and Safety and safeguarding documents on the information table.
4. Phones on silent or turned off
5. Location of the toilets
6. Emergency exits.
7. Any incidents to be notified to a member of the committee – no matter how small or trivial.

NB the Accident book should be signed every month to say that no incidents or accidents were reported, if that was the case.