

Risk and safety for groups visiting the Manchester Buddhist Centre



Manchester
**Buddhist
Centre**

We look forward to welcoming you. We run our building for the benefit of many people; please help us ensure your visit is enjoyable for you, us and others.

Your arrival

- Please bring with you a complete list of names for your party, including staff/ adults.
- The leading member of staff should sign the book at reception and add the total number of group members and staff.

What you can expect from us

- An efficiently booked visit
- Buddhist teaching staff who are CRB checked
- Public liability insurance
- Kind, informative, stimulating teaching
- Receptivity to constructive feedback

What you *can't* expect from us!

- We are not responsible for your group's safety.
- Buddhist staff will not accompany your group in the lift unless accompanied by your staff.
- We will not help your group cross the road.

What we expect of you

- You are responsible at all times for the conduct and safety of your group members (pupils, students, service-users).
- Please bring enough staff to supervise all members of your group at all times. For example, your group may not be left unsupervised while you go to the toilet or cafe.
 - We will normally expect one adult for every 10 group members. For visitors with challenging behaviour we expect one member of staff for every two or three visitors, at your discretion.
- Please book the cafe if you intend to eat there (0161 834 1996, small groups). If you have not booked, please check with cafe staff before taking your group down.

You are responsible for the safety of your group whilst at the MBC. Here are some points to consider when drawing up your own risk assessment.

If the fire alarm sounds

- Do not use the lift!
- Follow instructions from your Buddhist teacher.
- Do not stop to collect shoes unless advised to.
- Take your list of names with you so you can check everyone is present.
- Both staircases lead to push-bar fire doors at the bottom. One is the wooden staircase you will use to go up to both shrine halls; the other leads directly out of the Lotus Hall.
- The wheelchair refuge is just through the fire door in the Lotus Hall.

Stairs

- 150 years old: safe but worn and steeper than usual; use handrails.

Shrine Hall

- Door is heavy, with a wide gap at the hinge. Whenever in use by group members it must be opened and held open by a supervising adult.
- Candles are hot: do not touch.
- Wooden floor may be slippery; do not run.
- Sitting on cushions on the floor may not suit those with disabilities or injuries. They should use chairs.

Lift

- The lift is for the use of the elderly and those with disabilities or injuries only.
- Group visitors (pupils, students and service-users) may only use the lift in the company of their own supervising adult/s.
- Serious and costly damage has been caused to the lift by poorly supervised group visitors in the past. In such cases, we may hold you responsible for covering repair costs.
- **NB** The lift will not move if you obstruct the sensor on either side of the door.

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We're sure you'll have a wonderful time here, but, in the event of disruption to calm or safety, we reserve the right to terminate a visit early.



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