

Safety advice for group leaders at the Manchester Buddhist Centre



Manchester
**Buddhist
Centre**

We look forward to welcoming you at the Buddhist Centre. We run our building for the benefit of many people; please help us ensure your visit is enjoyable both for you, us and all its other users.

Your arrival

- Please ring the buzzer marked Clear Vision
- 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 number in the rest of the party including staff, but not names.

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 when your staff are not present.
- 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 well-being of your group members (pupils, students, service-users and those under 18).
- 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). If you have not booked, please check with cafe staff before taking your group down.

Risk assessment and fire safety

If the fire alarm should sound

- 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 sensors on either side of the door.

Updated 24.4.09

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



clearvision