

Risk assessment for a group visit to the Manchester Buddhist Centre

Checking in at reception

- 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 on arrival and add the number in the party including staff, but not their names.

If the fire alarm should sound

- both staircases lead to push-bar fire escapes 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.
- follow instructions from your Buddhist teacher
- do not stop to collect shoes
- take your register with you so you can check everyone is safe.

Stairs

- 150 years old: worn and steeper than usual these days; 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 in bare feet; 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 elderly visitors and those with disabilities only.
- The lift may only be used with permission.
- Group visitors (pupils, students and service-users) may only use the lift in the company of a supervising adult appointed to accompany the group on their visit.
- The lift will not move if anything obstructs the sensor on either side of the door.
- Serious and costly damage has been caused to the lift by insufficiently supervised group visitors in the past. In such cases, we may hold you responsible for covering repair costs.

Staff ratios

- Accompanying adults are responsible at all times for the conduct and well-being of group members (pupils, students, service-users and those under 18).
- Please bring enough supervising adults to enable to enable all members of the group to be supervised at all times. We will normally expect this to be 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.

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

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