

Health and Safety on your visit

Useful Information - These guidelines will assist you to do your risk assessment.

Emergency

Please contact the nearest member of Kew staff or a Kew constable.

The emergency number on an internal phone is 333, external phone - 0208 332 3333.

Lost Child / First Aid

For non-emergencies such as lost children or minor 1st aid incidents, contact the Constabulary as above.

Please do not call 999 as ambulance, fire or police crews may take time to find your location. This is best co-ordinated through Kew's own police force (deal with first aid, security and emergencies).

Fire

In event of a fire please go to the nearest emergency exit and leave the building as quickly as possible. Do not use any lifts.

Risk assessments

Kew Gardens has a generic risk assessment for all visiting school groups; this risk assessment is intended for use as a *guide only* in the development of your own visit risk assessment, specific to the needs of your students and staff.

Teachers booking a school visit to Kew Gardens are strongly encouraged to make a planning pre-visit in order to plan your day and complete a suitable risk assessment. Pre-visit passes may be requested with the submission of your online booking request.

Supervision

You are responsible for your students' supervision and behaviour whilst at Kew; all pupils must be accompanied at all times. If your pupils are disruptive there will be follow-up contact with the headteacher.

Please discuss suitable behaviours in Kew gardens (*refer to garden regulations and terms and conditions*) and the importance of showing respect to all other users of the gardens, please pay particular attention in the glasshouses, where pathways are narrow.

When exploring the glasshouses, museums and other attractions we recommend no more than 15 students per group; all groups should be accompanied by the correct number of adults.

Ratios are:

SEN 1:1, Reception 1:2, KS1 1:5, KS2 1:8, KS3 1:10, KS4/ 5 1:12

Take care

Do remember plants can be poisonous and can contain irritant sap, do not touch unless a Kew member of staff says it is safe to do so. Keep an eye out for sharp leaves or spines.

Do not climb on the trees, as this could damage the trees and cause harm to students.

Always wash your hands before eating.

Various water features such as the lake outside the Palm House are located throughout the grounds and buildings at Kew. Please exercise specific caution within such areas.

What to wear

Be prepared for all types of weather, a waterproof jacket is essential for the British climate!

Wear layered clothing to cope with the contrasts between hot houses and the varied weather outside. Comfortable shoes are an essential.

In warm weather wear a sun hat, use sun protection, drink plenty of water and bring water bottles.

Students may find long trousers more comfortable for some of our outdoor activities; you may want to bring insect repellent.

Please Note – during the summer months, there are high levels of pollen present and the glasshouses can reach very high temperatures.

Kew is a busy working garden

Keep clear of horticultural equipment and watch out for moving vehicles.

It is very dangerous for students to try to climb on, or run alongside, the slow-moving Kew explorer.

Some areas within the grounds are signed **PRIVATE**. These areas should not be entered unless accompanied by a Kew employee.

We take great care of our plants and wildfowl; help us by doing the same.

Enjoy your visit.