

Guidance notes for educational visits

We hope you have an enjoyable and worthwhile trip to the Garden. Please study the following information carefully and feel free to contact us if you have any concerns or questions. Please ensure that pupils and all accompanying adults are fully briefed before your visit.

GUIDANCE

Three areas of the Garden are not accessible for school groups (see item 10 below)

- **Pupils up to the age of 16 must be accompanied by an adult at all times while in the Garden.** The required minimum adult:pupil ratios are: 7 years and under 1:5; 8–16 years 1:10.
- **Accompanying adults are responsible for the behaviour and safety of pupils at all times.**
- **Glasshouses** - Space is limited in the Glasshouse range so please be aware of other visitors. To avoid overcrowding, enter in small groups of maximum 10 pupils and at staggered intervals. Please be aware that, on occasions, it is necessary to close the Glasshouses at short notice for unscheduled maintenance or safety.
- There is no parking for coaches at the Botanic Garden. Coaches may drop off school groups next to the Garden on Trumpington Road or on Bateman Street (Trumpington Road end). It is a very short walk to the Botanic Garden main entrance from these locations.
- We recommend that Lead Teachers familiarise themselves with the Garden before their visit and take advantage of a free pre-visit.

BEING SAFE IN THE GARDEN – How to have a happy visit

1. Come prepared – we are an outdoor venue with no undercover shelter so bring stout footwear, waterproofs, hat and/or sun block according to the season.
2. The Botanic Garden is a place of study. Please be considerate to other visitors.
3. No part of any plant may be picked at any time. Items that have fallen from plants, such as petals, cones or leaves may be collected; but do not pick up anything in the Arid Lands glasshouse i.e. cacti.
4. Walking on the grass is encouraged but please avoid treading on wild flowers or bulb plantings in long grass. Do not tread on flowerbeds.
5. The trees are very precious and often rare and must not be climbed, used as swings or damaged.
6. Walk carefully and be aware of low branches that may hurt you or may be damaged by you moving too fast.
7. Pupils should seek adult guidance about touching particular plants to avoid stings, prickles or allergic reactions (see information on allergies).
8. Please be gentle when touching the plants.
9. Avoid touching your face when you are out in the Garden and wash your hands before eating and drinking. No part of any plant should be eaten.
10. **There are 3 areas of the Garden that school groups must not visit due to the small, delicate plants and for general safety. These are:**
 - **The Limestone Rock Garden by the Lake (No. 5 on the map)**
 - **The British Wild Plants mound near the Fen display (No. 16 on the map)**
 - **The Stepping Stones on the Lake**
11. We compost and recycle as much waste as possible. Please use the recycling bins available.
12. Running, ball games and sports are not permitted.
13. If you have an emergency, alert Botanic Garden staff immediately. Trained first aiders are on site.
14. **All accompanying adults are responsible for ensuring that pupils follow this guidance.**

ALLERGIES

The following lists some common allergens that could be encountered during a visit to the Botanic Garden.

- Grass, tree and other pollens
 - Fungal or mould spores
 - Wasp, bee or other insect stings or bites
 - Nut-bearing plants, banana and kiwi fruit plants
 - Cactus spines embedded in the skin
 - Latex (a white milky substance) from Euphorbia species*, rubber tree* (*Hevea brasiliensis*) and cacti*.
- * Irritants in these plants only present a risk if the plants are cut or damaged.

Photo-dermatitis: Skin contact with the sap of Rue (*Ruta graveolens*) or Giant Hogweed (*Heracleum mantegazzianum*) can cause severe inflammation and blistering, especially during sunny weather. If contact is suspected wash the skin very thoroughly with soap and water and contact a first aider.

FACILITIES AND EMERGENCY ARRANGEMENTS

Toilets

Toilets, including disabled toilet, are located behind the glasshouse range and in the Garden Room for groups who have booked this space for their visit.

Telephone

If there is an emergency or you need to contact Botanic Garden staff for any reason please call either 01223 331875 (Admin Office) or 01223 336265 (Enquiries).

Fire safety when inside a building

In the event of a fire or on hearing the fire alarm leave the building via the nearest fire exit and gather a safe distance from the building. If using the Garden Room please gather outside the School's Garden on the grass by the stream. Do not re-enter the building until the Fire Service has given permission to do so. A member of staff from the Botanic Garden or Central Security Service will attend any incident to silence the alarm once the all clear has been given by the Fire Service.

First aid

First aid boxes can be found at both ticket offices and in the foyer area of the Garden Room. If you have an emergency, alert BG staff immediately. Trained first aiders are on site. If an ambulance is required this **must** be called by BG staff as they are trained in the procedure to get emergency services onto the site.

Lunchtime facilities

You are welcome to picnic within the Garden anywhere you wish. There are areas with picnic tables and benches in the Autumn Garden (No 25 on map), next to the School's Garden (No 4 on map) and in the New Pinetum (No 9 on map). Self-led visits will always need to picnic in the open air. Groups who have booked the Garden Room can picnic inside if preferred.

Please bring your own water bottles. The Garden Room and Glasshouse toilet block sinks provide drinking water.

Storage trunks for non-valuable possessions (e.g. packed lunches) are available free of charge but must be pre-booked in advance.

Garden Café

We regret the Garden Café is not available for the purchase of food and drink by groups of visiting students or as a shelter in bad weather. School groups may not use the Garden Café toilets. The owners reserve the right to ask visitors who ignore this request to leave the Café.

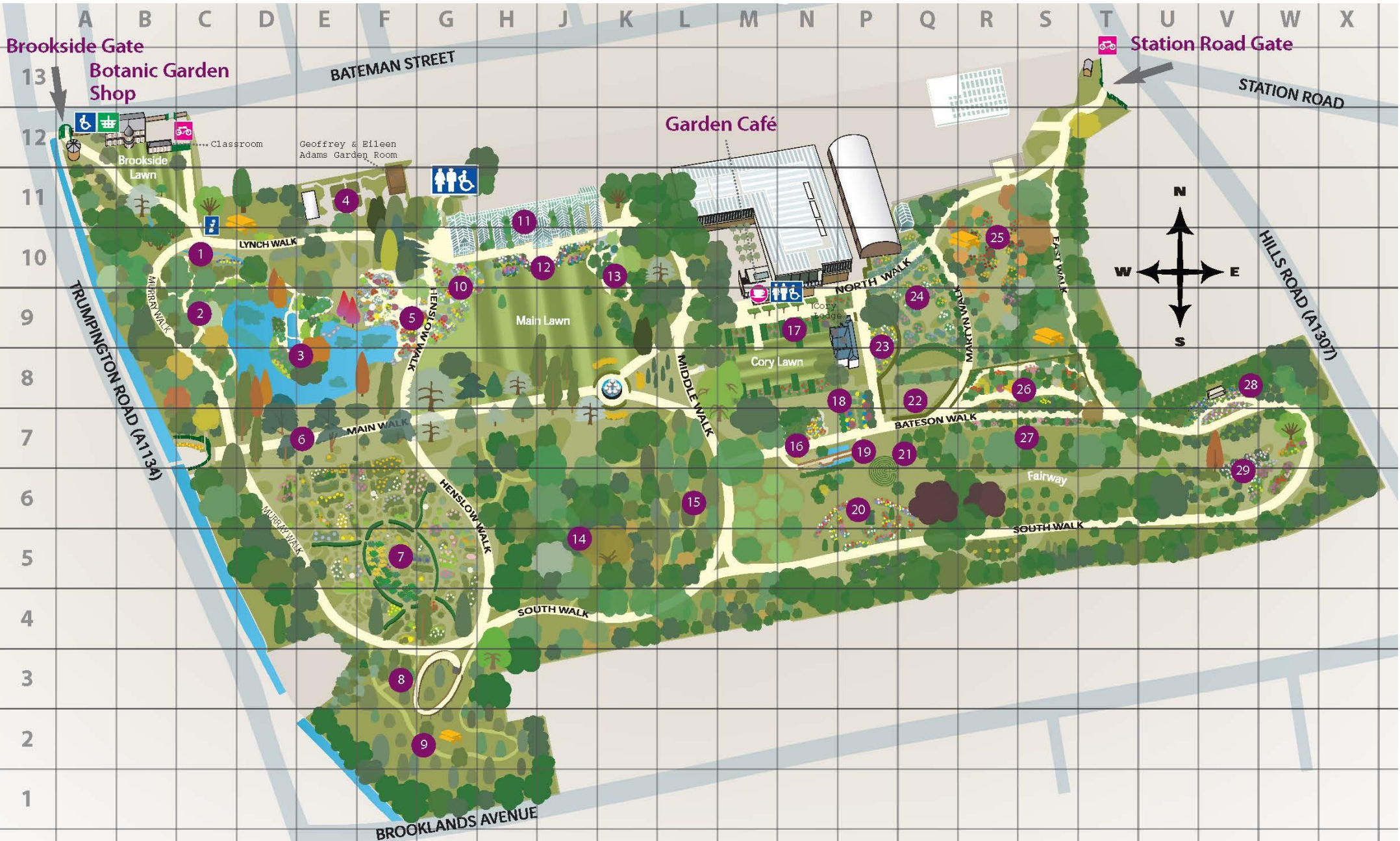
This risk assessment is intended for use as a guide only in the development of your own visit risk assessment, specific to the needs of your group.

Controls in bold are applicable to ALL of the following hazards

- **Maximum of 100 pupils per visit**
- **Minimum ratio of 1 adult:10 children for age 8-16 yrs and 1:5 for age 7 yrs and under**
- **Adults to maintain close supervision of pupils at all times**
- **Guidance notes contain detailed information for teachers on health and safety in the Garden**
- **Pupils should work in small groups**

Known or suspected hazard	L	M	H	Controls in place to reduce the risk
Over-crowding of glasshouses - Breaking glass - Damage of plants		x		<ul style="list-style-type: none"> • Groups advised of the need to visit glasshouses in small groups at staggered intervals • Groups advised of requirement for supervision of pupils at all times
Heat Stress		x		<ul style="list-style-type: none"> • Groups advised not to work in tropical glasshouses for more than 20 minutes during very hot weather • Drinking water is available at the Geoffrey and Eileen Adams Garden Room, the Garden café and toilet blocks
Lost Child			x	<ul style="list-style-type: none"> • Adults to inform Botanic Garden staff in event of a lost child • Botanic Garden staff to initiate lost child procedure
Emergency e.g. fire			x	<ul style="list-style-type: none"> • Guidance notes contain information for group leaders about emergency procedures • Teachers are invited to come to the Garden for a free pre-visit
Adverse weather conditions			x	<ul style="list-style-type: none"> • Safety Officer will close the Garden if there is a risk of danger due to high winds or other extreme weather conditions
Injuries from slips, trips, falls		x		<ul style="list-style-type: none"> • Paths and walkways inspected regularly • Pupils are not allowed to run in the Garden • School pupils are not permitted on the Rock Garden, British Wild Plants Mound or stepping stones across the lake • Path edges and paths may be slippery when wet, extra care to be taken

Poisoning from ingestion of plant material Injury from plants - e.g. spiny plants: <i>Pandanus</i> , Cacti and Succulents			x	<ul style="list-style-type: none"> • Groups advised of requirement for supervision of pupils at all times • If pupil ingests a plant, attempt to get a sample piece or photograph of the plant so identification can be made • Trained first aiders on site • Adults should ensure that pupils do not touch any plants in the Arid Lands glasshouse or any prickly plants when out in the Garden
Allergic reaction			x	<ul style="list-style-type: none"> • Information on common allergens included in Guidance notes • Trained first aiders on site • Learning officer to check with group leader of any known allergens before activity where appropriate • Adults should escort pupils with mild allergic reaction to an indoor area and contact Botanic Garden Staff to call a first aider. • Adults to remind all pupils to be aware of and avoid disturbing stinging insects such as bees e.g. feeding in flowers
Drowning - Lake and other water features			x	<ul style="list-style-type: none"> • Adults to ensure pupils stay back from the edge of the Lake and other water features in the garden • Life buoys present
Fall from height - Climbing trees			x	<ul style="list-style-type: none"> • Climbing trees is not permitted
Injury from branch drop				<ul style="list-style-type: none"> •
Garden Machinery and vehicles			x	<ul style="list-style-type: none"> • Adults to remain alert to machinery being used in the garden and direct pupils accordingly • Site-wide vehicle speed restrictions are in place • Garden staff close areas where heavy machinery is being used, group leaders are responsible for keeping pupils behind barriers.
Other visitors to the garden		x		<ul style="list-style-type: none"> • Adults responsible for the location of their group at all times
Scalds and burns		x		<ul style="list-style-type: none"> • Children are not permitted in the kitchen area of the Garden Room
Injury from stacked chairs falling	x			<ul style="list-style-type: none"> • Chairs stored appropriately to prevent risk of falling



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| 1: Stream Garden | 7: Systematic Beds | 13: Terrace Garden (New Zealand Flora) | 19: Fen Display | 25: Autumn Garden |
| 2: Woodland Garden | 8: The Rising Path | 14: Gilbert Carter Woodland | 20: Rose Garden | 26: Winter Garden |
| 3: Bog Garden | 9: New Pinetum | 15: Old Pinetum | 21: Grass Maze | 27: Chronological Bed |
| 4: Schools' Garden | 10: Mediterranean Beds | 16: British Wild Plants | 22: Understanding Plants | 28: Scented Garden |
| 5: Rock Garden | 11: The Glasshouse Range | 17: Cory Lawn | 23: Dry Meadow | 29: Herbaceous Beds |
| 6: Main Walk | 12: Bee Borders | 18: Dry Garden | 24: Garden Research Plots | |