

Health and Safety Information

In the event of a **FIRST AID EMERGENCY ONLY** please contact the nearest member of Kew staff or a Kew constable. The emergency number on an internal telephone is 333, and on an external telephone dial 020 8332 5121.

Please do not call 999 as ambulance crews may take time to find your location. This is best co-ordinated through Kew's own police force.

You are responsible for your pupils supervision and behaviour at all times whilst at Kew. If your pupils are disruptive your school will be contacted.

The following guidelines are published for adults accompanying schools groups visiting Kew, and for you to form your own risk assessment. Please ensure you discuss the boundaries of acceptable behaviour in Kew Gardens, a public site of international importance, with the children for whom you are responsible before you enter the Gardens.

- Plants defend themselves: Some leaves or branches may have sharp tips or edges, so please look where you are going and don't run. It is not acceptable to climb any of the trees in the Gardens (some of which are very old and / or rare)
- Some plants defend themselves with poisons, strings and/or irritants: Plants in these gardens should not be touched or eaten. Do not put fingers in mouths, nostrils or eyes if you have handled a plant until you have washed your hands.
- Please ensure that your school party is split up into small groups for study and that they are accompanied by an adult at all times
- Keep clear of horticultural equipment and watch out of moving vehicles. Do not allow your pupils to play with any horticultural equipment (including hoses) or attempt to jump on or off moving vehicles. Please keep well clear of moving vehicles, even if they are slow moving as this can distract and disturb our tours for people with limited mobility
- For the safety of your pupils and our other visitors we require that children under the age of 16 be supervised at all times. This is a condition of free entry on educational visits. Please ensure that appropriate numbers of supervising adults are with the pupils in your group at all times. Unsupervised children will be asked to

give the name of their school and responsible teachers. If pupils are persistently unsupervised during their visit to RBG Kew the head teacher will be contacted

- Please ensure any necessary personal medication (e.g. for asthma, allergies or hay fever. Some of our activities involve working in long grass. Students should wear long trousers if possible and you may wish to bring insect repellent with you. In the summer months please bring a supply of suncream. In summer months please bring water with you as it can get very hot in the glasshouses.
- When in glasshouses or near trees please ensure that children walk and do not run.
- Many places are wet underfoot, particularly in the humid tropical glass houses – where there are rainforests there is rain!

Other visitors and Citizenship

- Please show consideration for our other visitors, especially in the glasshouses where pathways are narrow and visitors with access or mobility needs may need more space to get past your group.
- Please do not allow your children and students to harass the wildfowl as they can respond by attacking
- Treat other visitors, Garden staff, plants and buildings with respect and courtesy.
- This is a very special place. Many of the things to see here are living beings (and some are very rare indeed – endangered or extinct in the wild)
- Children shouting and running by buildings and glasshouses is very disturbing for visitors who have come to Kew for respite from the city and for our overseas guests, many of whom have travelled thousands of miles for training at Kew. Please show consideration for other groups or members of the public who wish to enjoy Kew.
- Should your children need to 'let off steam' there are large open lawns clear of trees.
- There is a limit of 10 children in the shop at any one time. Please be aware of this and enforce it with your group.