

UNIVERSITY OF BRISTOL BOTANIC GARDEN

GUIDANCE NOTES FOR EDUCATIONAL GROUP VISITS

We welcome school and college groups to the Botanic Garden and in order to make the most of your visit to this beautiful, diverse collection of plants please read the following information.

GUIDANCE

Please ensure that pupils and accompanying adults are briefed before your visit to the Garden. Pupils gain much more from a visit when they have prepared beforehand in school. Guided tours last approximately 1½ hours and can be tailored to match any specific project or syllabus themes e.g. plant habitat, plant adaptation to the environment, how plants grow, pollination, plant evolution, plants in our everyday lives. We would be happy to discuss how the tour can support the work that you are doing in class and it is helpful for the students to think up some questions about plants that could be answered during your visit.

- Coach drop off and pick up is outside the Botanic Garden on Stoke Park Road. Coaches must then depart for parking on Saville Road at the edge of the Downs and can return to pick up on Stoke Park Road.
- Groups arriving on foot can access via Hollybush Lane.
- The Garden has a primary path network built to the latest disabled access standards which allows access to all major plant collections including those in the Glasshouse.
- All schools should complete a risk assessment for which the leader of the group should arrange to meet with a member of the Garden staff before the group visit. This is normally done about week before the visit and takes the form of an introductory tour. Please ensure your school's risk assessment is brought on this visit. A copy of the Botanic Garden school's visit risk assessment is available from the Garden and is downloadable from the website.
- Accompanying adults are responsible for the behaviour and safety of pupils at all times during the visit and should be made aware of the Safety in the Garden information shown below before your visit.
- Suggested group size per visit is around 30 students. We can take more than one group of 30 students although this makes the garden crowded. We ask all schools that they plan to organise groups into small units of 10-15 which will be accompanied by a volunteer guide or member of staff. Clipboards, pencil and paper are useful and should be provided by the school.

SAFETY IN THE GARDEN: Rules and Expectations

- Come prepared. Group visits will be mainly outdoors and you might be in the sun or rain during your visit so bring stout footwear, waterproofs, hat and/or sun block according to the season.
- Pupils must stay with their accompanying adults at all times.
- The Botanic Garden is a place of study and not an adventure playground. Please be considerate to others and use quiet voices for talking.
- No part of any plant may be picked at any time, but your tour leader may pick leaves, flowers etc to give to students. Items that have fallen from plants, such as petals, cones or leaves may be collected for study with the agreement of your tour leader and plant material can be made available to take back to school by prior arrangement.
- Please avoid treading on wild flowers or bulb plantings in long grass. Take care not to tread on flowerbeds or to go too close to the water in the pools.
- The trees and the rock garden are very precious and may not be climbed.
- Pupils should seek adult guidance about touching particular plants to avoid stings, prickles or allergic reactions (see information below).
- Please be gentle when touching the plants and wash your hands before eating and drinking. No part of any plant should be eaten.

- Running and ball games are not permitted.
- If you have an emergency alert Botanic Garden staff immediately. Several trained first aiders are on site.

ALLERGIES

To ensure the safety of all members of your group, please consult your school's policy on management of allergic reactions and notify all accompanying adults prior to your visit.

The following lists some common allergens that could be encountered during a visit to the Botanic Garden. It is not an exhaustive list.

- 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 and small hairs
- Latex (a white milky substance) from Euphorbia species*, rubber tree* (*Hevea brasiliensis*) and some succulents. 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 Carrot family *Apiaceae* can cause severe inflammation and blistering, especially during sunny weather. Chemicals in the sap of these plants react with ultra-violet rays in the sunlight. Symptoms are usually experienced several hours after exposure and occasionally develop into ongoing photo-dermatitis. If contact is suspected wash the skin very thoroughly with soap and water

FACILITIES AND EMERGENCY ARRANGEMENTS

Toilets

Toilets are located near the Linnaeus Study Room and offices. There is 1 disabled toilet.

Glasshouses

Space is limited in the Glasshouses so please be aware of other groups and visitors using this facility. Please be aware that, on occasions, it is necessary to close the Glasshouses at short notice for unscheduled maintenance.

Telephone

If there is an emergency or you need to contact Botanic Garden staff for any reason please call 0117 3314906 or (07826951401 when on site).

First aid

First aid boxes can be found in the Welcome Lodge (if open), in the Glasshouse and at the office. Some members of the Botanic Garden staff are trained in first aid.

CHARGES

Tours

There will be a charge of £3.50 per student. No charge will be made for teachers or accompanying adults. An invoice will be issued to the school after the visit and should be paid within 4 weeks.

All visits must be pre-booked by completing an Education Group Booking Form (available to download from the website or by email). Your booking will be confirmed by email or in writing by the Tours Administrator.

Thank you for your interest in visiting the University of Bristol Botanic Garden.

Please email us at botanic-gardens@bristol.ac.uk or call 0117 3314906 if you have any further queries.