



From 1 August 2023

Groups visiting Wadham College

What are the visiting hours?

In term time the College is open to visitors from 13:00 to 16:15.

Out of term the College is open to visitors from 10:30 to 11:45 then 13:00 to 16:15.

Who's eligible for free entry?

- Alumni and their family members/friends
- Prospective students and their family members/friends
- School groups
- Families without a tour leader
- Individuals

Who has to pay?

- Tour leaders escorting groups, including registered tourist board guides

Where are visitors welcome to visit?

Visitors are welcome to visit Wadham College Front Quad, Fellows' Garden and Chapel during opening times.

Alumni and prospective students are also allowed to visit the Back Quad.

Further information for tour group leaders

What should you do before visiting the College with your group?

There are times when the College is closed for College activities or private events. There are also times when there are unplanned activities which mean we have to close to visitors without notice.

You should call the Lodge on 01865 277900 on the day of your planned visit to make sure the College is open and can accommodate your group. You should provide details on the time of arrival and the number of people in the group. There is a maximum of 20 people per group allowed. The Lodge will confirm if your group can be accommodated.

How much do I need to pay?

Entry is £3 per person.

For example, a tour group comprising 9 people and 1 tour guide will need to pay £30.

It is recommended that you do not pay for the group until the day you intend to visit.

Is anyone exempt from paying in the group?

No charge for babies or children in pushchairs.

Is there a discount for larger groups?

No.

How do I pay?

The tour group leader must pay at the Lodge on arrival. Payment is by credit or debit card. We are unable to accept cash.

It is proposed that payments will be made online in advance of the group's arrival once the online payment system is set up. Further information to follow.

Can I arrange for people in the tour group to pay the College direct?

We are only able to accept payment from the tour group leader at the Lodge on arrival.

What do I do when I arrive at the College?

Please leave the group outside the main gates to the College. Please visit the Lodge/Reception and pay for the group's entry.

Can I cancel or change my group ticket?

Group tickets are not refundable.

Who do I contact if I have any questions?

Please contact lodge@wadham.ox.ac.uk or call 01865 277900 in the first instance.

Additional information

As this is a working community and the Chapel is a place of worship, we request the following rules are observed at all times:

- Please do not go beyond the signs that say 'Private'. These areas are not open to the public.
- Please keep off the grass in the Front Quad.
- Please ensure the group does not block pathways and entrances.
- Please keep noise levels low.
- Please find a place away from windows and doors to talk to your group to avoid disturbing students and staff.
- Please ensure children are supervised at all times.

Thank you.

The following page contains health and safety information for tour guides.

Health and Safety Advice for Tour Guides

If you have not visited the College before we strongly advise you to take advantage of a pre-visit to inform your planning and your risk assessment. Whilst the list may be of help, all visiting groups should undertake a risk assessment for their particular group taking into account ages of those in the group, children, individuals with disabilities or special needs, the time of the year and any particular hazards in the College at the time of the pre-visit.

Areas open to the public during College opening hours: **Front Quad, Ante Chapel and Chapel, and Fellows' garden.**

Hazard	Risk	Precautions
Paths (Trips, slips and falls)	Uneven walking surfaces, path edges, wet or frozen ground, steps, curbs, door frames.	Leader to inform group of hazards at a meeting point before entering the College. Use safe and established routes, advise no running, sensible behaviour and wear sensible shoes e.g. walking shoes. Be careful on the ramps and steps leading into the Ante Chapel and Chapel.
Lighting in the Chapel and Ante Chapel	Low light – trips and falls	Leader to warn group of hazard, allow time for eyes to adjust.
Candles in the Ante Chapel and Chapel	Burn related injuries and fire	Leader to warn group of lighted candles and to maintain a safe distance. Children should be accompanied at all times.
Floors and steps inside buildings	Uneven floors and steps – trips and falls	Leader to inform group of risk, walk slowly, ensure sensible footwear worn.
Stairs general	Trips and falls	Leader to advise that steps are uneven and handrails should be used where provided.
Machinery/scaffolding	Falling, sharp edges, trapped fingers	Leader to advise strictly no climbing or touching any machinery or scaffolding. Do not reach over or go round any barriers in place.
Fire and evacuation	Fire related injuries	Wadham staff are trained in the event of a fire and the use of fire extinguishers. Appropriate fire detection system is in place. If visitors discover a fire, sound the alarm and exit the building. The muster point is on the lawn in front of the College (Parks Road).

Please advise the Lodge at the pre-visit if additional assistance is required for the tour – at least 72 hours' notice should be given to make arrangements.

July 2023

Domestic Bursar