

## Scottish COVID-19 Inquiry

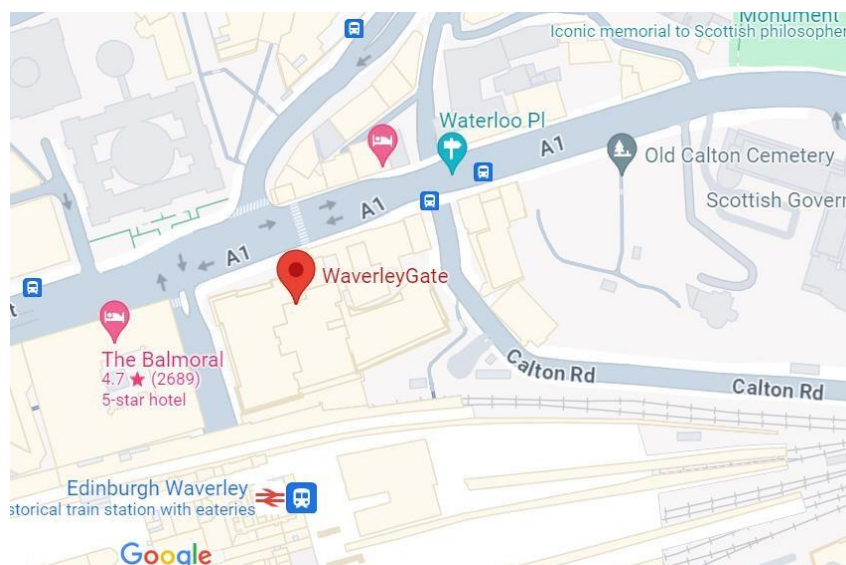
### Information for Attendees at Waverley Gate

The information provided will help attendees navigate their visit to the hearing suite, how to get there, and what to expect.



#### Where is the venue?

Hearings will take place in Waverley Gate, 2-4 Waterloo Pl, Edinburgh, EH1 3EG.



### **How do I get to the venue?**

**By train:** Waverley station is just a 5-minute walk away from Waverley Gate.

**By bus:** There are several bus stops on Princes Street and John Lewis both eastbound and westbound. These stops service Lothian Buses, Lothian Country Buses, East Coast Buses and the Airlink 100. For more information and for bus timetables visit: <https://www.lothianbuses.com/>.

**By tram:** The closest tram stop for Waverley Gate is St. Andrew Square. This stop is approximately five minutes' walk from the venue. For more information and for tram timetables, visit <http://edinburghtrams.com/>.

**By car:** The postcode for the venue is EH1 3EG.

### **Is there parking at the venue?**

There is no car parking available at the hearing venue. However, there is available parking at the Edinburgh Waverley Station car park located at New Street EH8 8BH which is only 10 minutes from the venue. The car park has accessible spaces available.

### **What should I do if I have accessibility needs?**

For those attending with hearing impairment there is an assistive listening system available upon request at the Inquiry reception. If you have any accessibility needs, please contact us via email at [hearingsandwitnesses@covid19inquiry.scot](mailto:hearingsandwitnesses@covid19inquiry.scot).

## **What will happen when I arrive at the hearing?**

Please only attend Waverley Gate if you have received written confirmation from the Inquiry that a space is reserved for you. The [Hearing schedule](#) is published on the Inquiry website and you can contact us at [hearingsandwitnesses@covid19inquiry.scot](mailto:hearingsandwitnesses@covid19inquiry.scot) to enquire if we have any places available. The Inquiry will notify people by email who have been allocated a seat.

On arrival at the venue, please enter the facility via the rotating doors. On entering the building, please identify yourself at the Waverley Gate reception located just inside the building on the left.

On confirmation of attendance a member of the security team will direct you to the correct lift.

Once you have arrived at the hearing suite you will need to press the intercom to gain access. Once in, please provide your name at the reception where you will be given a visitor pass and directed to the hearing suite.

Please display your pass at all times while attending the hearing and return it on departure.

## **Can I bring someone with me?**

Spaces are reserved only for those who have requested to attend in advance and have received confirmation that this request has been accommodated.

If you have not requested to attend in advance, please email us at [hearingsandwitnesses@covid19inquiry.scot](mailto:hearingsandwitnesses@covid19inquiry.scot) to enquire if we have any places available.

## **Hearing room etiquette**

All attendees are kindly asked to stand when the Inquiry Chair enters and leaves the hearing room. A member of the Inquiry team will inform you when to stand.

## **How long will hearings last?**

Ordinarily, hearings will begin at 10:00am and run until approximately 4:00pm.

Please check the [hearings calendar](#) on the Inquiry's website for details or the [Inquiry's social media account on X](#) (formerly Twitter) for regular updates on session start times, as these times could vary. There will be breaks during proceedings, including at lunchtime.

All attendees should arrive in good time to be seated in the hearing room for the start time.

There will be breaks during proceedings, including at lunchtime.

## **What happens if I arrive late for the hearing?**

In the event you arrive late for the hearing, you will be allowed into the room at an appropriate break in proceedings.

## **What COVID-19 measures are in place?**

The health, safety and wellbeing of all of those attending hearings is a priority for the Inquiry.

Hand sanitiser and disposable face coverings will be available for use by all attendees.

The ventilation in the hearing room is mechanical and provides ventilation to the British Council for Offices recommended standard.

We ask that, in the event that you are feeling unwell, you please do not attend and follow the hearing via the broadcast on the Inquiry's [YouTube channel](#), if you are able to. Please also let us know if you can no longer attend.

### **Can I bring a bag?**

For security reasons we advise that you do not bring a bag, though small bags (such as handbags and backpacks smaller than A4 size) are allowed. Bags may be subject to search on arrival.

There are locker facilities available at the venue, please ask at the hearing suite reception for use of them during your visit.

The Inquiry cannot guarantee the security of any personal items.

### **Security**

Security officers will be in attendance at hearings. Bags are subject to possible searches by security staff.

### **Can I take my phone into the hearing room?**

Phones and electronic devices are allowed, though they should be on silent mode at all times while you are in the hearing room. You should not make or accept phone calls, take photographs or make video or audio recordings in the hearing room.

Hearings should proceed without disruption or interruptions. Anyone attempting to disrupt a hearing may be required to leave the venue.

### **Can I eat or drink in the hearing room?**

Only water is allowed in the hearing room, other drinks and eating are not permitted.

Please familiarise yourself with the Hearing Room Etiquette information displayed both outside and inside the hearing room.

### **Who will be in the hearing room?**

As well as the Inquiry Chair and counsel to the Inquiry, there may be a variety of people present, including legal representatives, security staff, Inquiry staff and members of the public.

### **Can I attend without having registered in advance?**

Space in the hearing room is available for members of the public who would like to attend with advanced registration. Members of the public who have not registered in advance can follow the hearing via a broadcast on the Inquiry's [YouTube channel](#).

Anyone wishing to attend in person must request a seat. The Inquiry will notify people by email who have been allocated a seat. If you have not already requested to attend, please [contact us](#) to enquire if we have any places available.

All media enquiries should be directed to [media@scotland.inquiry.scot](mailto:media@scotland.inquiry.scot).

### **Is wi-fi available at the venue?**

Complimentary guest wi-fi is available in the hearing room. Please speak to Inquiry reception for more information.

### **Will emotional support be available during the hearing?**

A separate room will be available for use by any attendees who are upset or distressed during the proceedings and need to take time out of the hearing room.

Inquiry staff trained in trauma-informed practice will be available to provide emotional support and signposting to specialist support organisations.

### **First Aid**

Members of the Inquiry team are trained in first aid. If first aid is required contact a member of Inquiry staff wearing an orange lanyard.

### **Where can I purchase something to eat or drink?**

There is a café located on the ground floor of Waverley Gate as well as shops and cafes located on Princes Street, Waterloo Place and Leith Street.

### **The hearing is being broadcast. Will I be filmed?**

Six cameras are located within the hearing room. While these will focus primarily on active participants in proceedings you should be aware that you might be captured occasionally on wide angle or room overview camera shots.

### **I am not able to attend or watch hearings on the day. Can I watch them later?**

Yes, videos of each day's hearing will be available to view on demand on the Inquiry's [YouTube channel](#). The videos will be accessible via a link on the Inquiry's website.