

## **Information For Public Attending The Edinburgh Tram Inquiry Public Hearing**

This leaflet provides information on general safety and hearing room etiquette. If you have any questions, please speak to a member of the Edinburgh Tram Inquiry team. Edinburgh Tram Inquiry staff are wearing badges.

The hearing will sit on Tuesday, Wednesday and Thursday of each week (although there may be exceptions to this). Each day, the hearing will run from 09.30am to 4.30pm approximately. There will be a 15 minute break in the morning and afternoon with a lunch break from 1pm to 2pm. The hearing room will be locked during the lunch break. Therefore, you must vacate the room during this time.

You should be aware that the media may film the hearing.

### **General Safety**

- Please report any accidents or illness to a member of the Edinburgh Tram Inquiry team
- If you have any concerns regarding health and safety, or security within the hearing room, please speak to a member of the Edinburgh Tram Inquiry team
- We may ask to check your bag if it is larger than an average sized ladies handbag
- You are responsible for the safe keeping of your personal possessions whilst attending the Edinburgh Tram Inquiry public hearing. Such items should not be left unattended in the hearing room at any time

### **Hearing Room Etiquette**

- There should be silence in the hearing room during proceedings so that all participants can be clearly heard
- Please do not enter or leave the hearing room during proceedings, if possible
- The consumption of food and drink, except water, is not permitted in the hearing room
- The use of mobile phones is not permitted in the hearing room. Please switch your mobile phone to silent during proceedings
- Except with Lord Hardie's express permission, the use of cameras or recording equipment is not permitted in the hearing room, so please ensure that all such equipment is switched off before entering
- Children under the age of 14 are not permitted in the hearing room
- Other than assistance dogs, pets are not permitted in the hearing room

### **Disruption**

Types of behaviour which will not be tolerated include the interruption of proceedings, interfering or attempting to interfere with witnesses, the display of banners of any size, or the throwing of objects. Anyone who does not comply with any of these requirements may be refused entry to the hearing room or asked to leave the hearing room at any point during proceedings.