

# Edinburgh International Book Festival

## Schools Safety Information Sheet

### Introduction

The Edinburgh International Book Festival has been running since 1983. To date there have been no reportable accidents, and the overall ranking of risk on site is low. Every year, City of Edinburgh Council officials inspect the site before opening to ensure it meets the safety standards required for the issue of a public entertainment licence. Book Festival staff are present throughout the site, and are all trained to ensure the safety of the public.

There are elements of your group's safety that are your responsibility. In particular, our site is open to the public, and you must ensure that your group is adequately controlled and supervised at all times. Below we have included some information about the Book Festival that may help you plan your visit, with particular relevance if you are required to carry out a risk assessment prior to your school's visit.

### Getting here:

The Book Festival takes place at the Edinburgh Futures Institute on Lauriston Place in the heart of Edinburgh's Old Town.

The main entrance to the Festival can be accessed on Porters Walk, via Middle Meadow Walk. To access the venues directly, there is an entrance on the first floor next to the Café.

These two entrances are also the evacuation and muster points, in case of emergencies. Trained stewards and security will be onsite to manage and marshal evacuating public. Level access to the site is available from both entrances.

Buses should park and drop off on Lauriston Place in the designated zones.

Please plan to arrive around 20 minutes before your event is due to start.

On arrival, please report to our Schools Check-in point where you will also receive your free books.

### Our site

The general public are allowed free access to the Festival everyday, including during the Schools Programme. Please ensure the young people in your care are supervised and with a responsible adult at all times.

Running is not permitted on site. Running can be dangerous but also creates noise which is disruptive when events are on in our venues.

There will be bars selling alcohol to the public during licensed hours. Due to the nature of the Book Festival there have been no incidents related to this.

There will be drinks, snacks and lunches on sale in our café every day and pupils are welcome to bring their own packed lunches to eat either on our grassy areas or covered seating. There are drinking water taps available for refilling water bottles. These taps are not to be misused and children should be supervised whilst using them.

We are committed to environmental issues and have recycling bins around site for paper, glass, plastic, cans and food waste. Please encourage your group to make full use of these facilities, and ask a member of staff if any assistance is required.

Fire exits are clearly marked with signage and emergency lighting. Our staff have been fully trained in fire procedures and have access to relevant equipment throughout the site. In the event of a fire or evacuation, our Front of House team will escort you from the venue to a place of safety.

There is First Aid available for all customers on site.

There are toilets available for all customers on site including a Changing Places accessible toilet. There is a quiet space available for those who need it.

## Our events

Please check the details of the venue and timings of the events you're booked to attend in advance. We ask that groups arrive 20 mins before the scheduled event time and our Front of House team will direct your group to their seats. Our staff may ask you to move your group to ensure the walkways and corridors are kept clear for other customers to use. We also ask that any noise disruption from your group is kept to a minimum whilst queuing and going in or out of events.

Audience participation is welcome during an event at the direction of the author and a Q&A with the author is a usual part of the majority of our events.

After the event is over, the author(s) will be available to sign books in our Signing Tent. Our Front of House team will supply you with free books for your pupils either before or after the event and direct you to the Signing Tent.

Late entry to events is only possible if there is a suitable break in the performance or accessible space in the venue without causing disruption. Please ensure you arrive in plenty of time to avoid any possible disruption to the authors on stage or the other school groups attending.

Our full Event Management Plan including Risk Assessment is available on request. Please contact [schools@edbookfest.co.uk](mailto:schools@edbookfest.co.uk). We are also happy to answer any questions.