

From: [redacted] <[redacted]@dovecotstudios.com>
Sent: 02 May 2023 13:07
To: [redacted] <[redacted]@gov.scot>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Subject: RE: Confirmation needed re H&S protocols etc.

Hi [redacted],

The Wi-Fi is:
[redacted]
[redacted]

Also, I've found some of the fire safety documents.

Hope that helps,
[redacted]

[redacted]
[redacted]

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From: [redacted] <[redacted]@gov.scot>
Sent: Tuesday, May 2, 2023 11:36 AM
To: [redacted] <[redacted]@dovecotstudios.com>
Cc: [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: Confirmation needed re H&S protocols etc.

Hi [redacted],

Thanks for your time this morning, if possible, grateful for confirmation on the below asap as we're finalising docs for our delegates / attendees.

As an additional ask, grateful if seats etc can be set out in the additional room we've booked – we're planning to use this for media attendees on the day.

Cheers,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

Best Start, Bright Futures: Tackling Child Poverty Delivery Plan 2022-26

From: [redacted]

Sent: 02 May 2023 09:15

To: [redacted] <[redacted]@dovecotstudios.com>

Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>

Subject: RE: Confirmation needed re H&S protocols etc.

Hi [redacted],

Thanks for confirming we can have access from 8.30 tomorrow. Just to check on the below, and an additional ask.

- **Health and safety etc for delegates** – please advise of anything we should let delegates know on the day, e.g. no fire alarms scheduled, follow illuminated signs etc. We would like to include this and have the host cover briefly at the opening of the event.
- **Evacuation plan for wheelchair users / those with mobility issues** – we have been advised one delegate is a wheelchair user, for our operations note / planning, grateful if you could advise of what action should be taken in the event of fire / lift being out of service. E.g. is there an evac chair, who is trained to use it etc.
- **WiFi access** – *is Wi-Fi available on site, and is there any specific joining instructions we can include in papers for our delegates?*

Thanks,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

Best Start, Bright Futures: Tackling Child Poverty Delivery Plan 2022-26

From: [redacted]

Sent: 28 April 2023 10:24

To: [redacted] <[redacted]@dovecotstudios.com>

Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>

Subject: Confirmation needed re H&S protocols etc.

Hi [redacted],

Following my previous emails, just bringing together asks, and grateful if you could advise of the following this morning if possible:

- **Health and safety etc for delegates** – please advise of anything we should let delegates know on the day, e.g. no fire alarms scheduled, follow illuminated signs etc. We would like to include this and have the host cover briefly at the opening of the event.
- **Evacuation plan for wheelchair users / those with mobility issues** – we have been advised one delegate is a wheelchair user, for our operations note / planning, grateful if you could advise of what action should be taken in the event of fire / lift being out of service. E.g. is there an evac chair, who is trained to use it etc.
- **Building access time** – per my email last night, ideally we would bring a small team in from around 8.30 – 8.45 to help finalise our set up for the day, grateful for confirmation this is possible.

Thanks!

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

Best Start, Bright Futures: Tackling Child Poverty Delivery Plan 2022-26

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