



wardhadaway  
lawfirm

# welcome

to Ward Hadaway

The safety and welfare of our building users is of paramount importance to us.

Which is why we need your help.

*Newcastle | Leeds | Manchester*

## **Covid-19 Information – please read and sign the following:**

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What we have done to keep you safe:

- Completed a Covid-19 risk assessment
- Introduced an enhanced cleaning regime with special attention being paid to touchpoints
- In accordance with official recommendations set our air handling systems to maximise air flow
- Opened windows where possible to aid air flow so the temperature in our offices may not be optimum for comfort
- Placed reminder, guidance, distancing and directional signs around our offices
- Encouraged staff and visitors to have virtual meetings where ever possible in place of face to face meetings

## **What you must do to keep yourself and others in our offices safe**

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### **Before you arrive**

- You must arrange any visit with your Ward Hadaway host

### **Arrival**

- You must sign in and out so we have a record for fire safety and any tracing requirements

### **Social distancing**

- We operate a 2 meters social distancing rule which you are required to adhere to
- You are required to comply with the signage throughout the offices

### **A nut-free zone**

- Don't bring any nuts or derivatives of any kind into the office to avoid the risk of an allergic reaction

### **Sanitizing**

- You must sanitize your hands on arrival at reception and regularly throughout your visit
- If you touch any equipment you must use the wipes provided to wipe down any touch points
- Note we no longer provide pens/paper etc so please bring with you all such items that you may need

### **Lift**

- Usage is restricted due to social distancing measures – a maximum of one person at any one time wearing a face covering
- In the event of lift failure, please push the alarm button (marked with a bell), and speak to the monitoring station, you will be released as soon as possible

### **Staircases**

- These operate on a unidirectional basis, you must adhere to the direction signs

### **Restrooms**

- These operate on a one person at a time basis and you must follow the signage in them

### **Illness**

- You should not attend our offices if you feel unwell
- If you begin to feel unwell whilst at our offices you should notify your host immediately with details of your symptoms
- If your symptoms are compatible with Covid-19 you should immediately cover your face and nose, and leave our premises as soon as possible
- Inform us immediately if you become aware you had Covid-19 whilst at our offices

### **Fire**

- If a fire or other emergency were to occur then preservation of life would take precedence, coming to harm due to fire would present a greater risk then contacting Covid-19. If the alarm bells ring, please leave the building by the nearest exit and join staff outside 10 Chapel Walks – DO NOT use the lifts

### **Smoking**

- These premises operate a no smoking policy

I confirm I have read and agree to the above terms of entry to your premises:                      Date: .....

Time of entry: .....

Signature: ..... Print Name: .....

Contact phone (for test and trace purposes only): .....

10 Chapel Walks, Manchester M2 1HL

t: 0330 137 3200 f: 0330 137 3201

e: enquiries@wardhadaway.com

w: www.wardhadaway.com

## Public Transport



### By Metroshuttle

Free Metroshuttle buses link the city's train stations and NCP car parks with its shops and businesses. With three circular routes to choose from, they are easy to use. Just hop on and off as often as you like. Visit [http://www.tfgm.com/pdftmaps/MS\\_map\\_150911.pdf](http://www.tfgm.com/pdftmaps/MS_map_150911.pdf) for fully downloadable detailed map.



### By Rail, Piccadilly Station - Approximately 15 minutes by taxi. Victoria Station - Approximately 10 minutes by taxi.

For information on train operators and times phone National Rail Enquiries on 0845 7484950.

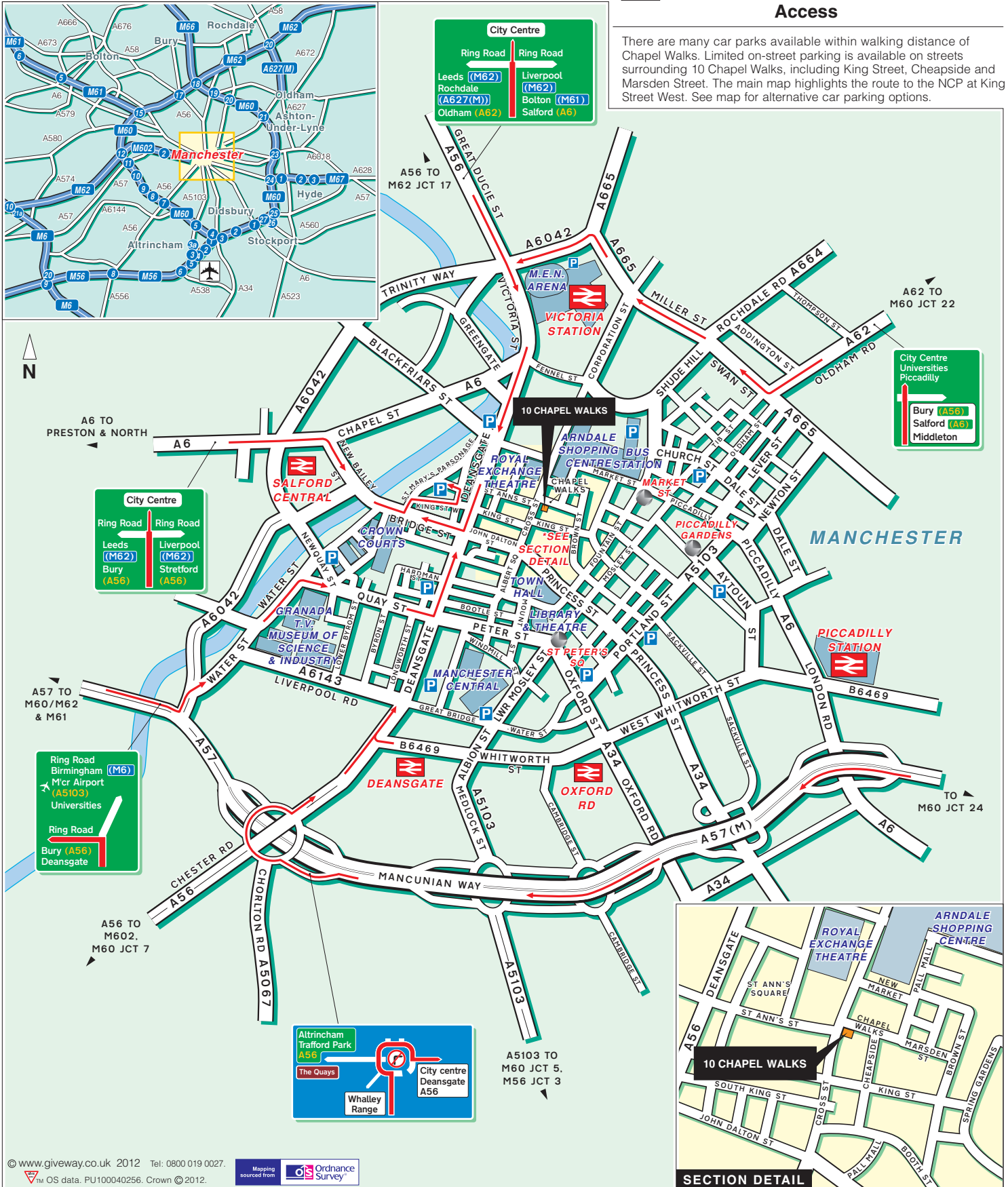


### By Air, Manchester Airport

Approximately 40 minutes away by taxi.

## Access

There are many car parks available within walking distance of Chapel Walks. Limited on-street parking is available on streets surrounding 10 Chapel Walks, including King Street, Cheapside and Marsden Street. The main map highlights the route to the NCP at King Street West. See map for alternative car parking options.



# Parking details - Manchester

*Ward Hadaway Law Firm*

Limited on-street parking is available on streets surrounding 10 Chapel Walks, including King Street, Cheapside and Marsden Street.

There are also a number of car parks available near 10 Chapel Walks, including the following:

- » King Street West (NCP) - M3 2WY
- » Market Place (NCP) - M3 2EQ
- » Bridge Street (NCP) - M3 5AH

For more options and further parking information, please check the Parkopedia website at [www.parkopedia.co.uk](http://www.parkopedia.co.uk)