



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

### **Sanitizing**

- You must sanitize your hands on arrival at reception and regularly throughout your visit
- You must wear a face mask (available on our reception desk) at all times whilst on our premises
- 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 4 Wellington Place, Zone 9 (plan attached) – 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): .....

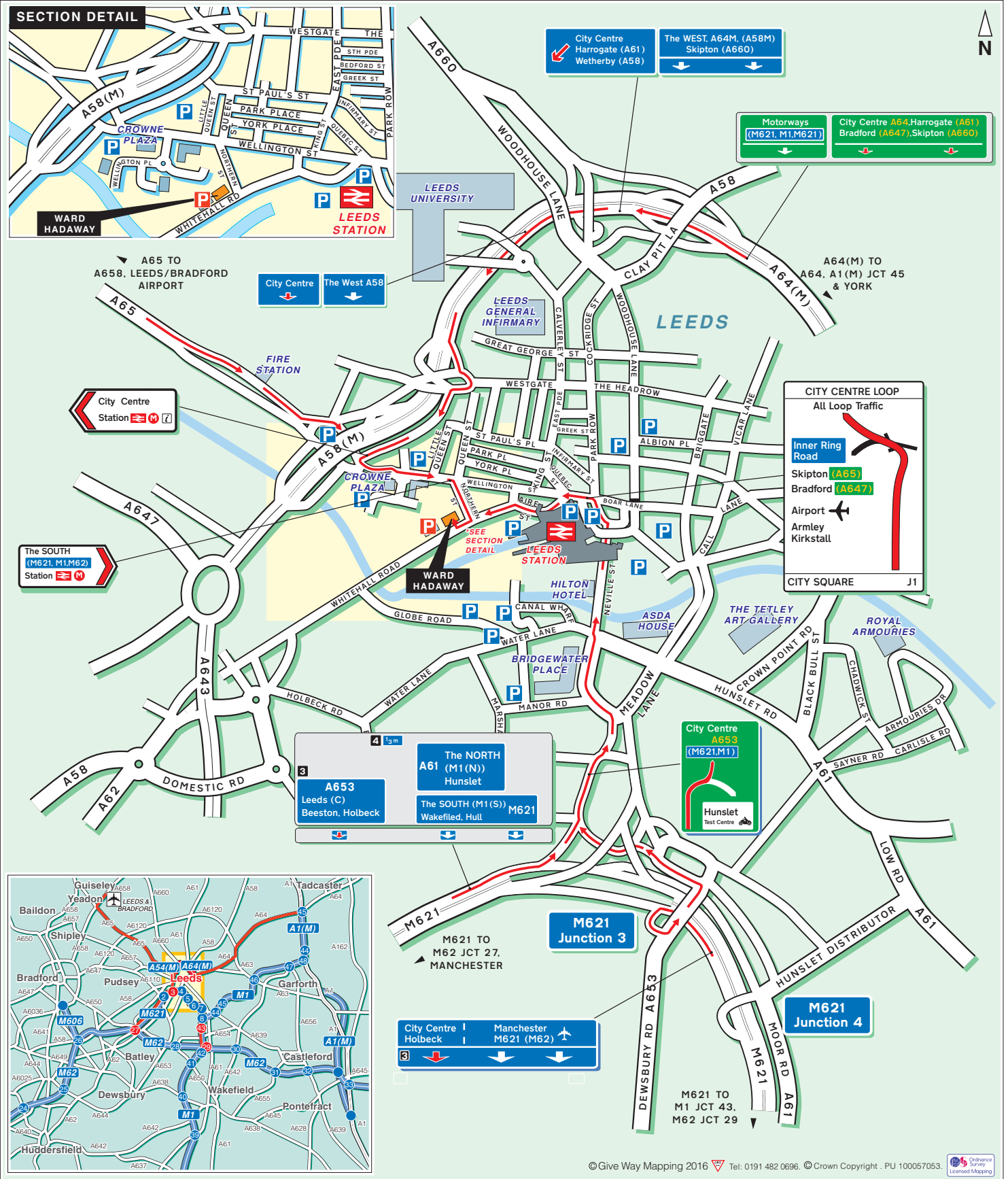
5 Wellington Place, Leeds LS1 4AP  
(For SATNAV and Google Maps, we are opposite LS1 4EQ.)  
For parking please follow detailed instructions below.

t: 0330 137 3100 f: 0330 137 3101  
e: enquiries@wardhadaway.com w: www.wardhadaway.com

 By Rail, Leeds Station - Approximately 4m by taxi, or a 5m walk.  
For information on train operators and times phone National Rail Enquiries on 0845 7484950.

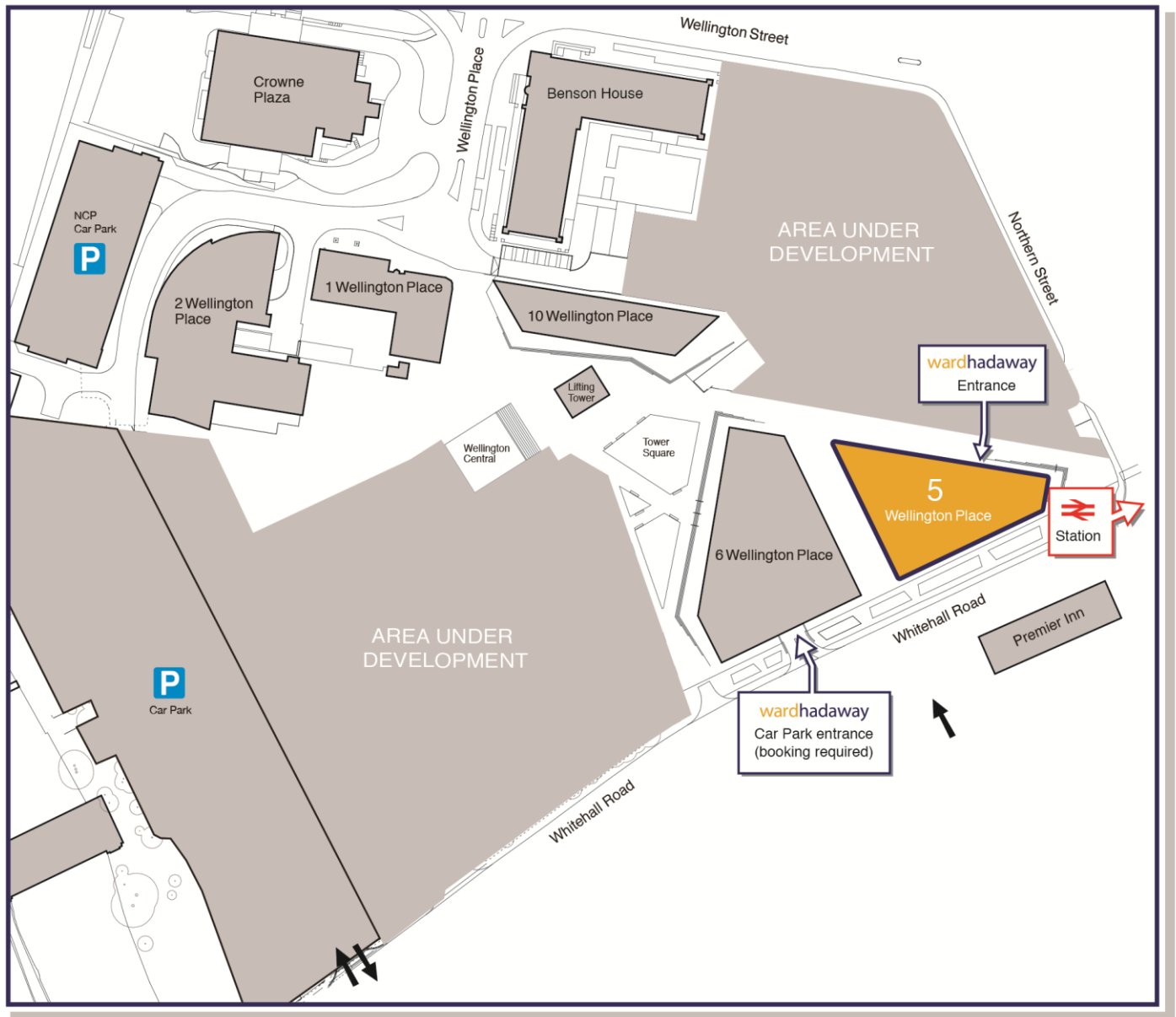
 By Air, Leeds/Bradford Airport  
Approximately 40 minutes away by taxi.

 Parking - There is limited visitor parking at our offices. Please call reception in advance on 0113 205 6600 if you need to book a space. The car park marked in red on the map contains spaces belonging to Ward Hadaway. Alternatively, there are a number of public parking areas nearby: Wellington Place (NCP) LS1 4AJ, Castle Street (Yorparks) LS1 4LT, and an open carpark just off Whitehall Road. For further options and more information on parking head to www.parkopedia.co.uk





# wardhadaway Offices



The whole of the Wellington Place development is covered by one postcode (LS1 4AP).

If you are driving, then please use the postcode **LS1 4EQ** in your SATNAV, this will direct you to opposite our car park (shown above).