



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 the Pitcher & Piano – 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): .....



# Parking details - Newcastle

*Ward Hadaway Law Firm*

There is ample visitor parking available in Sandgate car park, situated next to Keel Row House.

If you are using Sandgate car park, please ensure you park in the Ward Hadaway visitor parking spaces which are located on level one.

## Disabled Parking

Disabled parking is available for our clients on the ground floor of Sandgate Car Park. We can also make special arrangements for you to park directly outside our offices should this be more convenient.

For further details, please call our reception on 0330 137 3000 who will be very happy to assist with your requirements.