



Your guide to Westbridge Place

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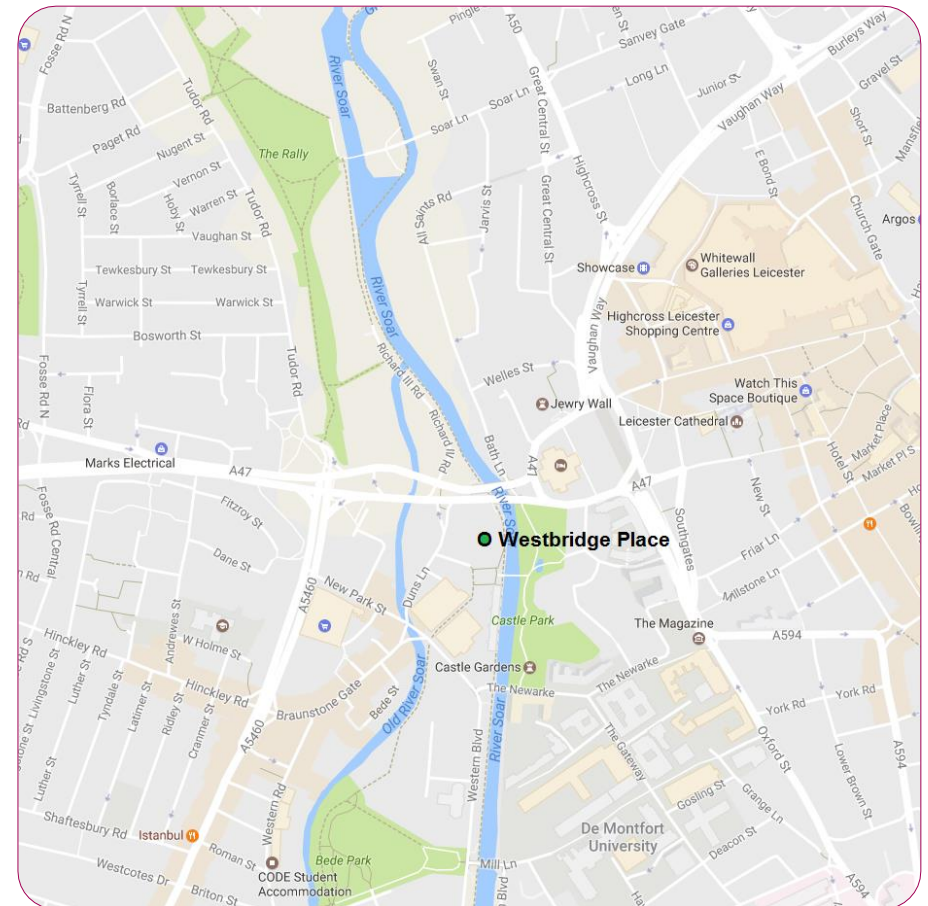
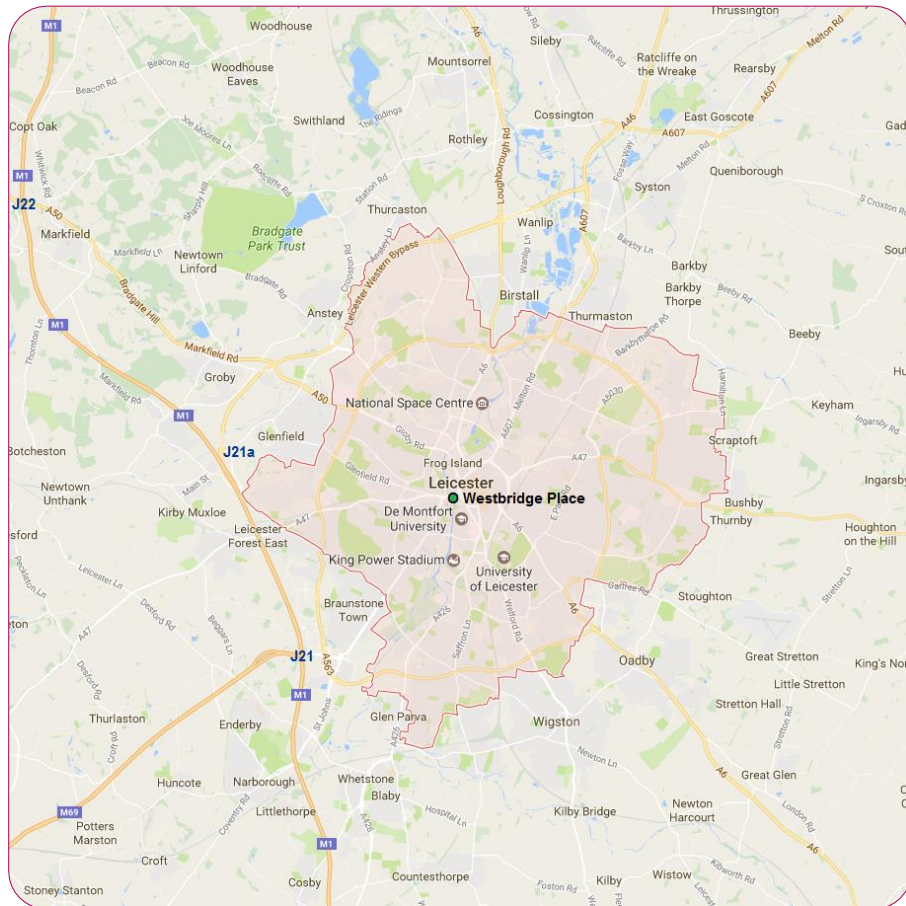
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Travel

Travel by car

Westbridge Place is in the centre of Leicester, which is easily accessible from the M1. The postcode for satellite navigation systems is LE3 5DR.



Car parking

There is no parking available for visitors at Westbridge Place, but there are several car parks close by.

Guidance on parking solutions can be found at the following websites:

- [Leicester City Council](#)
- [Parkopedia](#)

Park and ride options are also available (see page 7).



Travel by rail

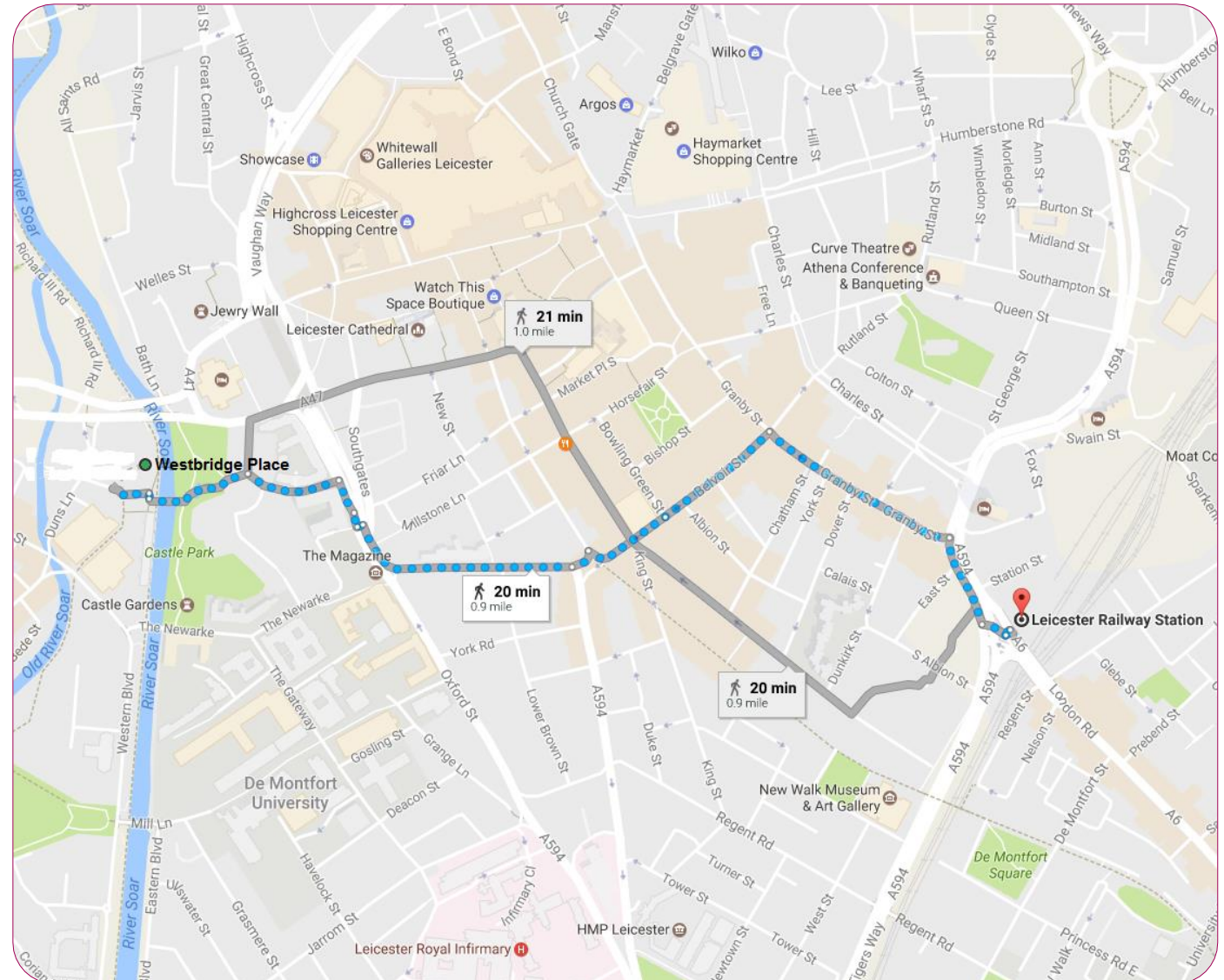
Leicester railway station is one mile from Westbridge Place.

The station can be found on London Road, Leicester LE2 0QB.

Click [here](#) for train timetables.

Travel by bicycle

There is a secure bicycle shelter in the car park at Westbridge Place. Please contact reception once you arrive at Westbridge Place and they will provide the code for bike shed lock.



Travel by bus

Leicester has several bus routes running through the city. You should contact each company directly for information about routes and fares.

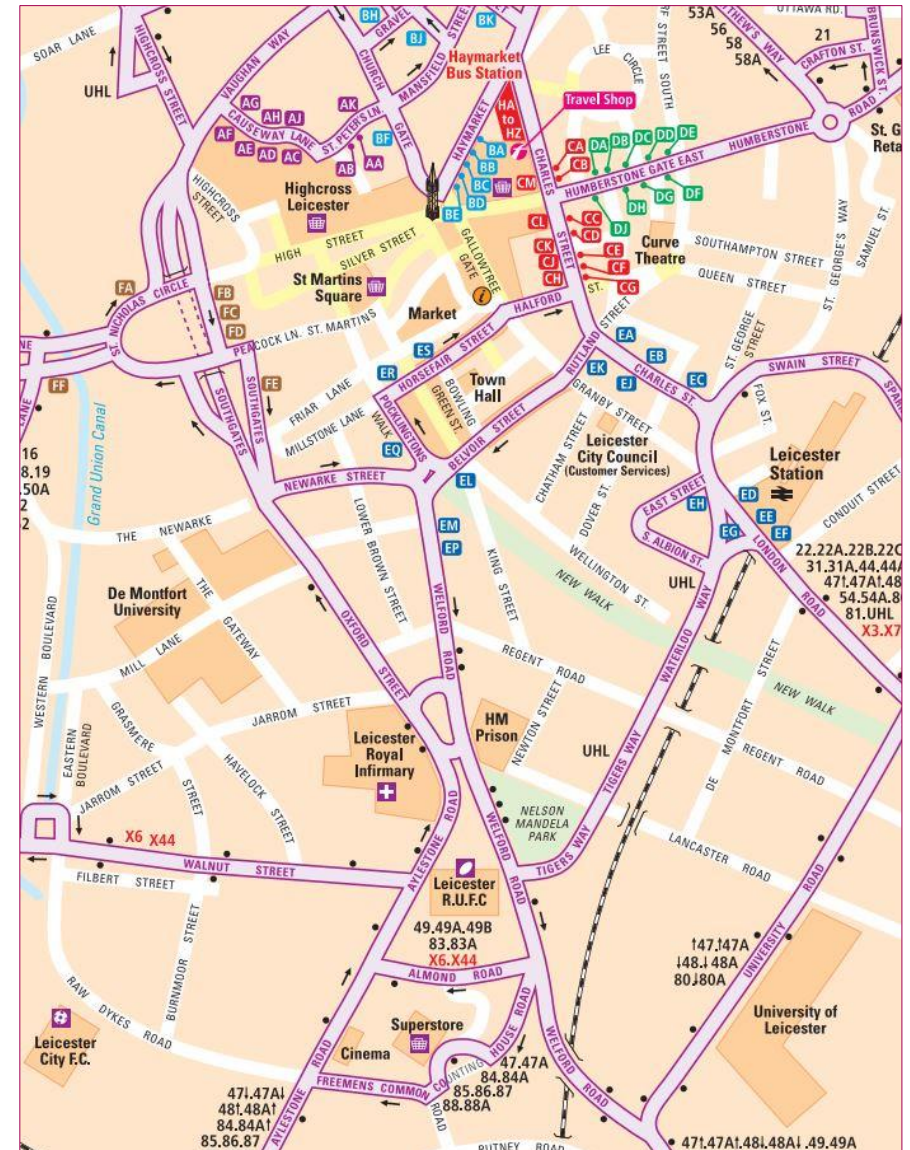
The bus companies operating in Leicester are:

- [Arriva Midlands](#)
- [First Leicester](#)
- [Kinchbus](#)
- [Centrebus](#)
- [Skylink](#) (Kinchbus service to East Midlands Airport)
- [National Express](#)
- [Travel de Courcey](#)
- [Stagecoach](#)
- [Leicestershire County Council](#)
- [Paul S Winson](#)
- [Roberts Coaches](#)

Many of the companies mentioned above operate from St Margaret's or the Haymarket bus station.

Click [here](#) for more information.

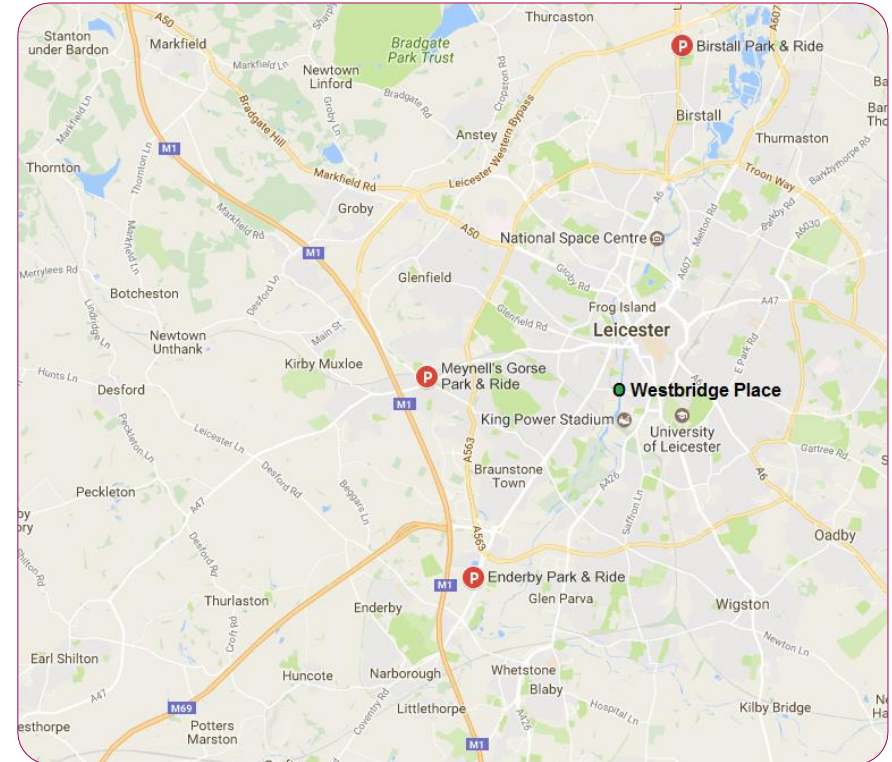
Click on the map opposite for the full image.



Park and ride

There are three park and ride sites:

- **Meynell's Gorse Park & Ride** (service 103) is located just off the A47 Hinckley Road on Ratby Lane near Leicester Forest East – **LE3 3LF**. Journey times are typically around 10 minutes. Buses run direct to the city centre and stop at St. Nicholas Circle (0.3 miles from the office).
- **Enderby Park & Ride** (service 203) is located close to junction 21 of the M1 and junction 3 of the M69 motorways south west of Leicester – **LE19 2AB**. Buses run to the city centre via Leicester Royal Infirmary, De Montfort University and St. Nicholas Circle (0.3 miles from the office).
- **Birstall Park & Ride** (service 303) is located just off the junction of the A6 and A46 north of Leicester – **LE4 4NP**. Journey times are less than 20 minutes. Buses run direct to the city centre and stop at Haymarket (Clock Tower) and Causeway Lane (0.6 miles from the office).



Park and ride services operate every 15 minutes, from 7:00am to 7:00pm, Monday to Saturday. Customers can park for free at all three sites, and a bus ticket costs £3 per day per person. Concessionary passes can be used at a cost of £1 for a return fare. Weekly tickets are also available, costing £14, with a 10-trip ticket available for £26 and a four-weekly ticket for £42. You can buy any of these tickets on the bus.

Find out more on the [Park and Ride website](#).

The Building

Opening hours

- 7:00 – open to staff. The security guard arrives slightly before this to check the building.
- 18:00 – closed.

The Land Registry regularly have staff working overtime, which means the building is open until 20:00 a couple of days per week, although this is not guaranteed. If you want to work outside these hours, please contact Steve Deacon, Estates and Facilities Management Business Partner, at steve.deacon@hee.nhs.uk.

Shower and changing facilities

There are showers for staff on the second floor.

Shared second floor recreation area

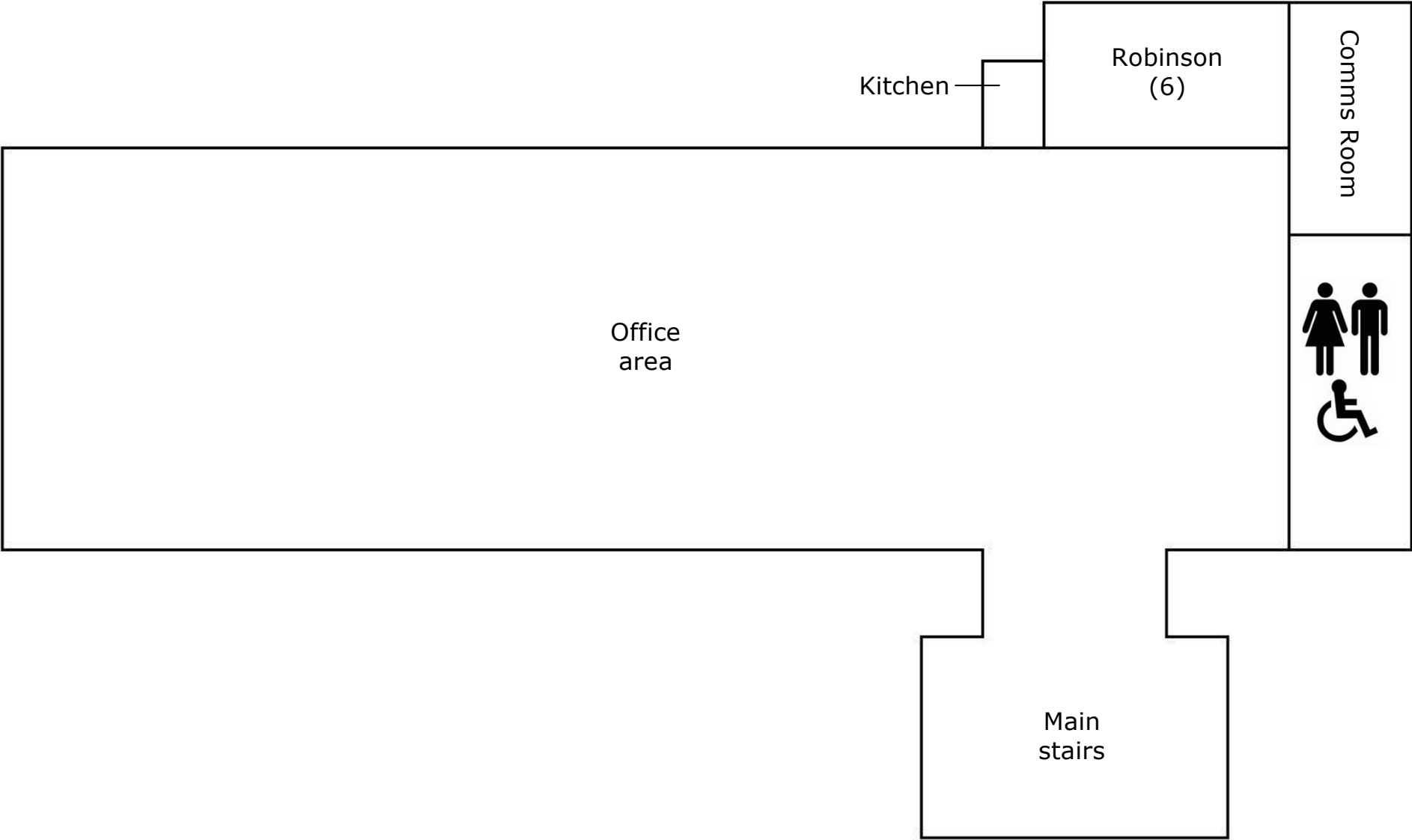
The breakout area on the second floor is a shared area for all staff. Please be aware however, that the Land Registry also have an office on the second floor.

Who's who in the building?

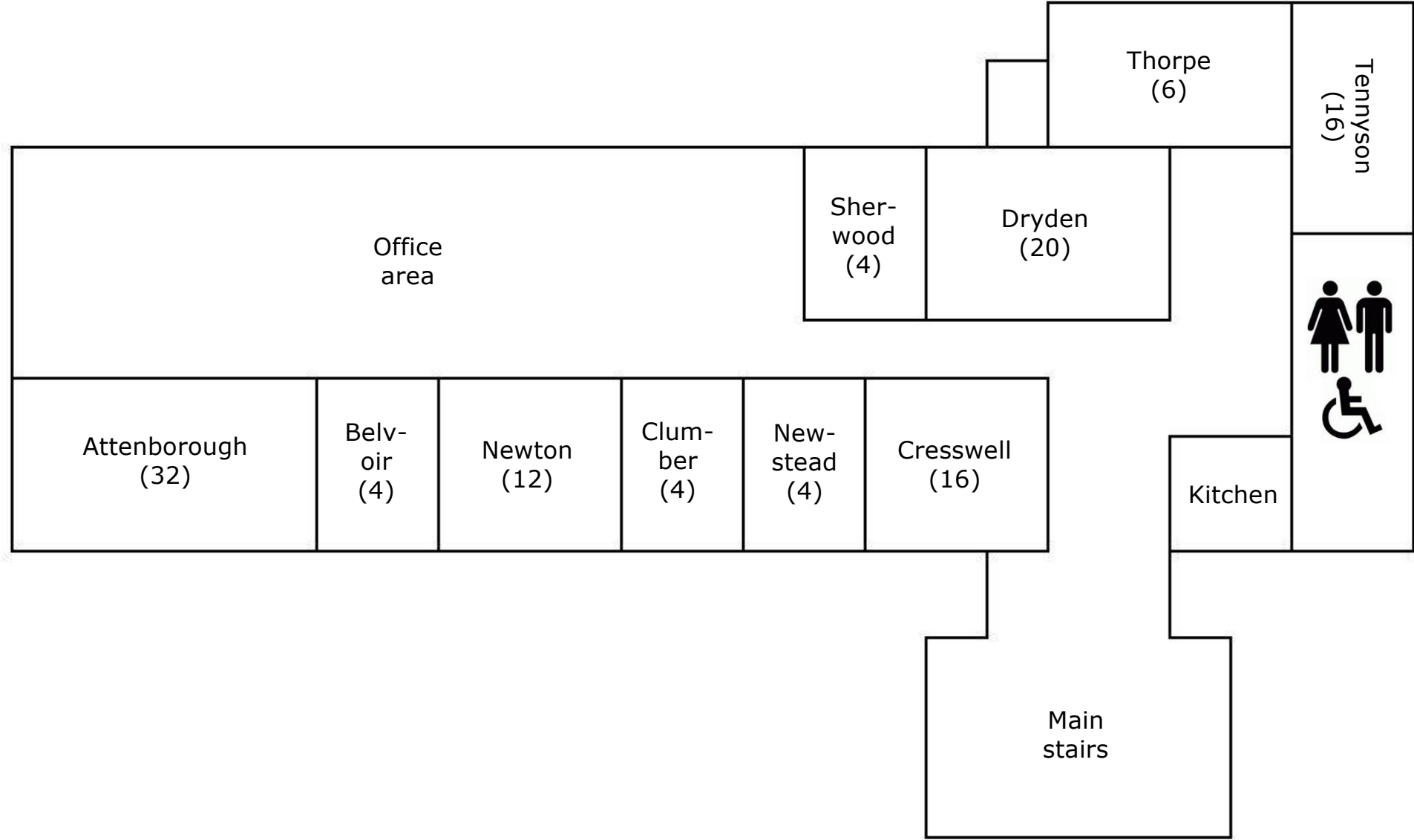
- Ground floor – [Land Registry](#)
- First floor – [Land Registry](#)
- Second floor – [Land Registry](#) and shared recreation area.
- Third floor – [HEE](#)
- Fourth floor – [HEE](#)
- Fifth floor – [HEE](#) and shared meeting room area.



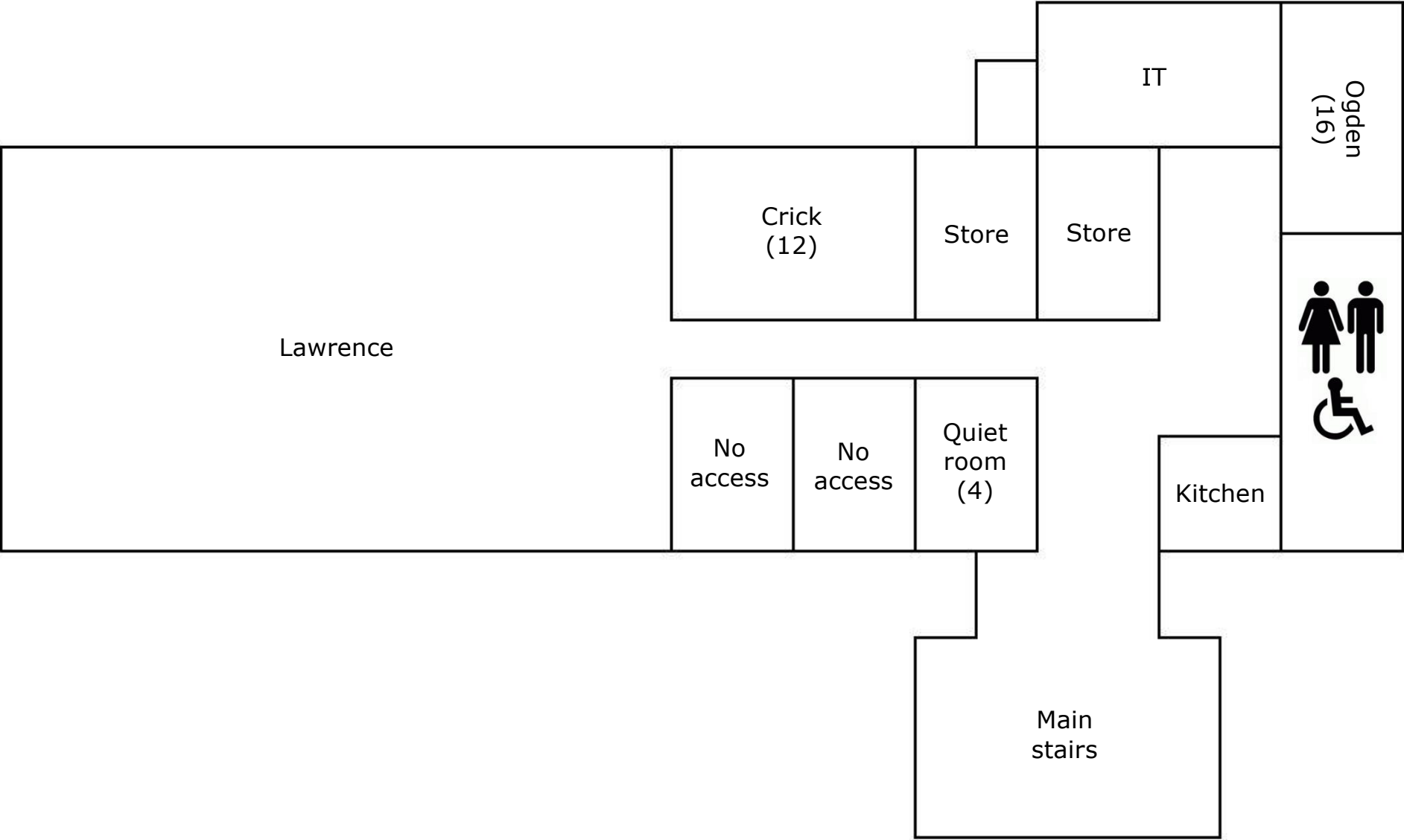
Floor 3



Floor 4



Floor 5



Access to the building

Entry to Westbridge Place is by security pass. You must keep your pass safe and have it on display at all times when in the building. Please do not allow other people to use your card, and don't allow people to tailgate you into the car park or building. Your pass will allow you access to all floors and general areas of the building.

Please report the loss of a security pass or request for replacement to the ISS at iss Serviceteam@uk.issworld.com.

Access for disabled staff

We have a ramp access to the main reception from the car park. Disabled toilets are located on all floors and door access locks are at appropriate height, operated by your security pass. There is lift access to all floors (but lifts are shut down during fire alarms). Evac chairs are also available on all floors.

Visitors

Reception must be advised of all visitors 24 hours in advance, with the following information:

- Visitor's details, including their name and organisation.
- Who they are visiting.
- The name and telephone number of the person to be contacted when they arrive.

When the visitor arrives, reception staff will telephone the appointed contact person who must collect the visitor from reception. Anyone visiting the office will be given a visitors pass and must be accompanied by a member of staff at all times.



Please ensure visitors passes are returned to reception when visitors leave, as non-returned passes will be considered a security breach and will be reported.

In the event of a fire, you are responsible for your visitors.

A safe working environment

All staff are encouraged to ensure our office remains as safe and secure as possible. You are therefore asked to do the following:

- Challenge unrecognised faces that don't appear to have a pass.
- Avoid 'tail gating' through the car park barrier.
- Report suspicious items to the security guard in reception.
- Please make yourself aware of the local area.
- Try not to display your pass when you leave the building.

Quiet room

A room for prayer and quiet reflection can be found on the fifth floor.

Fire and other alarms

The fire alarm is tested twice a week, with a public address announcement made prior to the test. If no announcement is made, please regard the alarm as a real warning. In the event of a bomb alert please follow in the instructions made by public address announcement.



Smoking

Smoking is not permitted anywhere in the building. There is a smoking shelter in the car park adjacent to the two garages. Smoking is only permitted in the shelter and should not take place outside reception or any paths leading to the pedestrian entrance, including any pathways in the car park.

Sandwich van

A sandwich van calls most days between 8:00 and 9:00 in the morning, and 12:00 to 13:30 in the afternoon. A public address announcement is usually made on its arrival.



Supporting your work

Guest wi-fi

To access the guest wi-fi, please use the following steps:

1. Select the HEE Guest Wi-Fi from the list of available Wi-Fi signals on your laptop.
2. You will then be asked for a key, which is: **Working-Across-England**
3. The browser should then open with a login page for HEE Guest Login. You will either log in with your chosen email address and password if you have been to this building before, or if it is your first time then you will
4. need to register. This can be done from the setup account link below the required email and password boxes.
5. This will open a new page on the browser asking you to set up with an email address and your choice of password. This will then send a confirmation link to your email address.
6. You will need to be able to access your email address through the internet.
7. You have ten minutes to access the link at your email address and click on the link, otherwise you will be disconnected from the internet.
8. Once this procedure has been completed then you have access to the HEE Guest Wi-Fi for 12 hours. After this time you will only need to log in using your email and password.

Office cleaning arrangements

There is a central cleaning contract in place at Westbridge Place with Integrated Service Solutions, who provide cleaning services for all tenants. The cleaners start at 16:00 and work until 19:00.

Maintenance

Both reactive and planned maintenance will be managed by both the landlord and the facilities team. Any faults or requests for works should be logged through the Integrated Service Solutions email address at isserviceteam@uk.issworld.com.

Heating/Cooling

There is no air conditioning in the building on the third, fourth and fifth floors, although the windows do open. The heating is by radiators and the temperature controlled by Integrated Service Solutions. If you have any problems with the temperature, please contact the Integrated Service Solutions email address at iss Serviceteam@uk.issworld.com.

Post

Royal Mail will deliver post to reception who will contact you to arrange collection of your mail. A similar arrangement applies to DX deliveries.

Key contacts

Health Education England – Leicester office 0300 303 3603 communications.em@hee.nhs.uk

IT issues – it.me@hee.nhs.uk

Building related faults – ISS iss Serviceteam@uk.issworld.com

Land Registry 0300 006 2705 steve.gilbert@landregistry.gov.uk

The Area

Places of interest and services

1. Westbridge Place
2. Leicester Train Station
3. HSBC and NatWest (cash machine)
4. Post Office
5. Tesco (pharmacy, cash machine)
6. International Food Centre (supermarket)
7. Vision Pharmacy
8. Highcross Shopping Centre
9. Leicester Outdoor Market
10. Direction of Shell Petrol Station
11. Braunstone Gate
 - a. Subway
 - b. Black Horse Pub
 - c. Little Tokyo Restaurant
 - d. Natterjacks Bar
 - e. 96 Degrees Coffee House
 - f. Bombay Bites
12. Mithaas Indian Restaurant
13. DMU Riverside Café
14. World Peace Café
15. Castle Park
16. Bede Park
17. Newarke House Museum
18. King Richard III visitor centre
19. New Walk Museum and Gallery

