



# **Your guide to Westbridge Place**

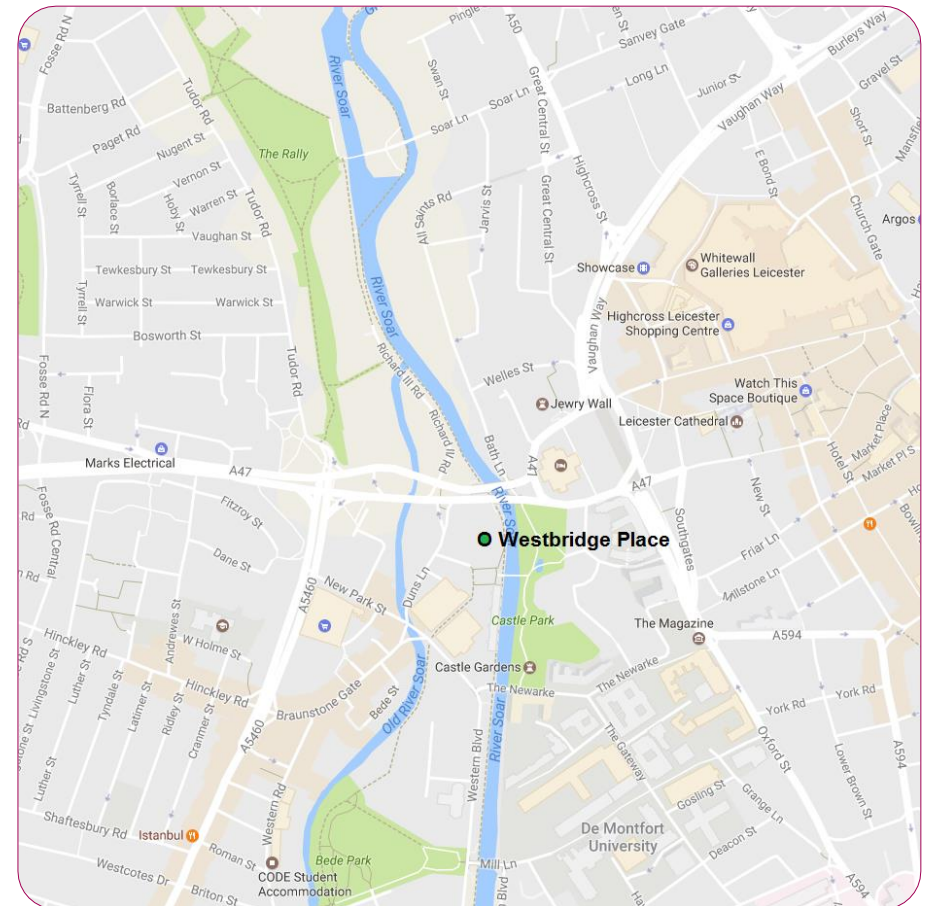
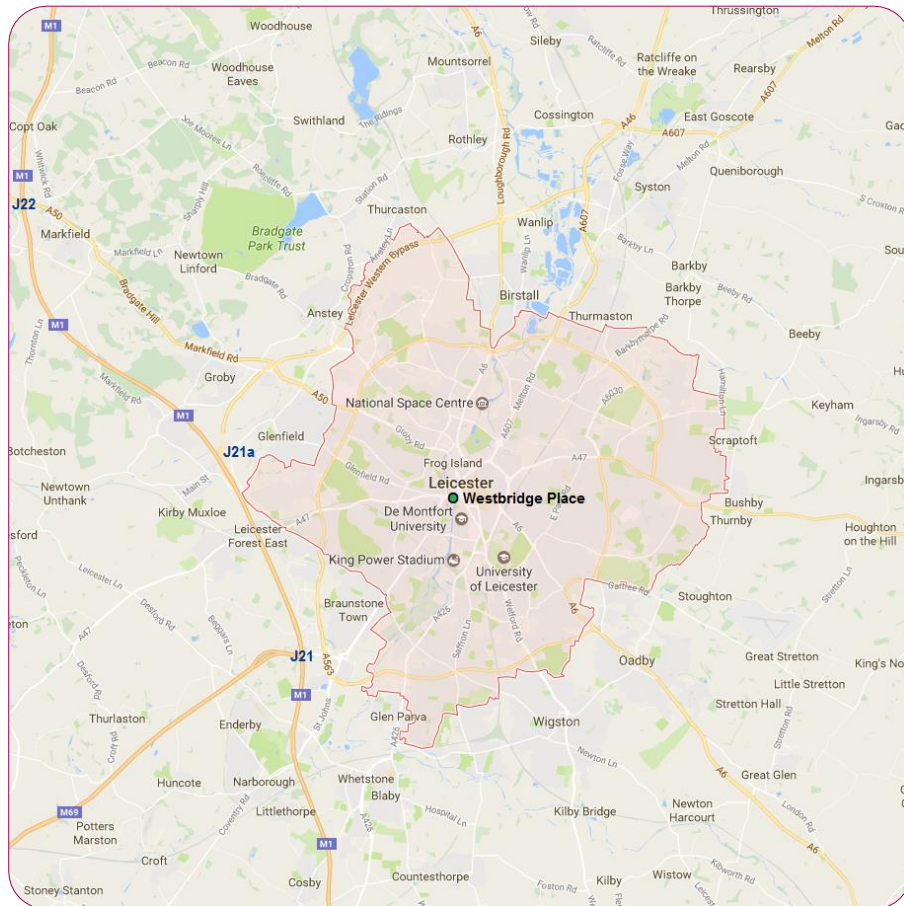
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# Travel

## 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:

### **SIP Car Parks Ltd**

Richard III Road, Leicester LE3 5QU

0.2 miles from Westbridge Place

12 Hours – £2.50

24 Hours – £3.00

[Go to the website](#)

### **Britannia car park**

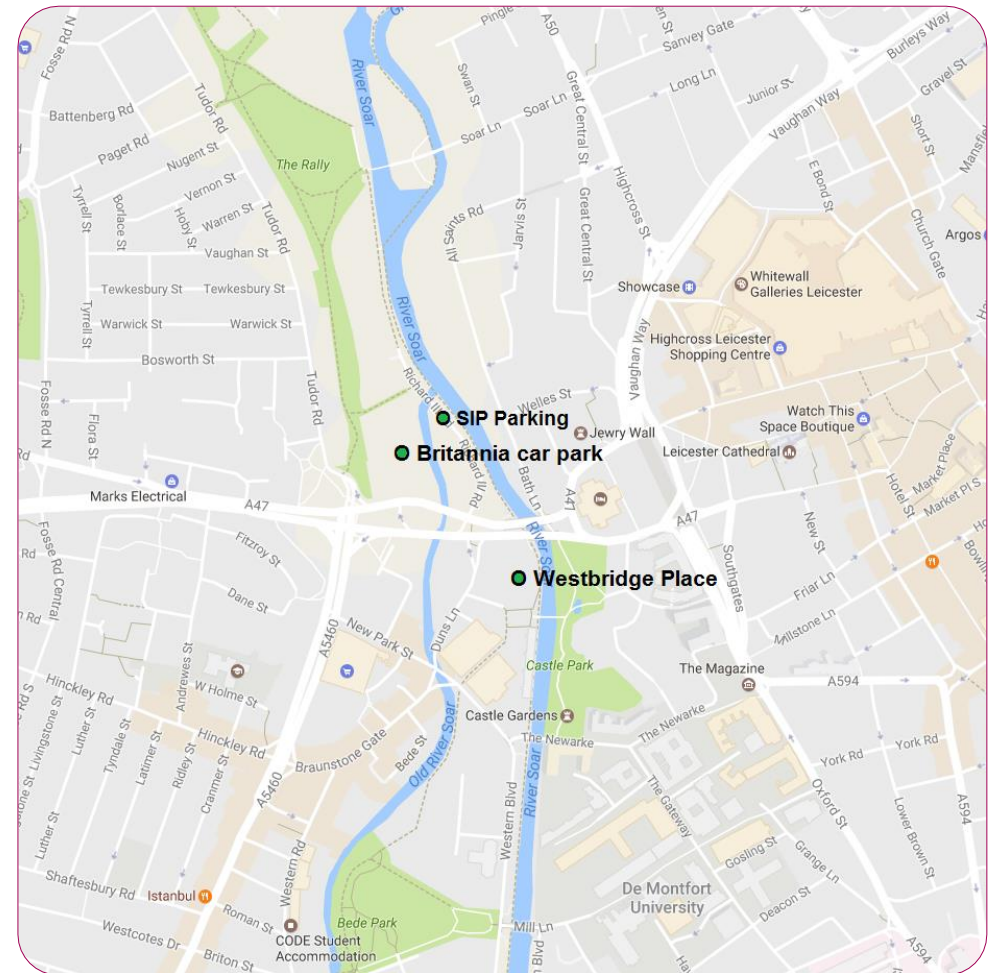
St Augustine Road, Leicester LE3 5PT

0.2 miles from Westbridge Place

All Day – £3.00

Season tickets are available on the [website](#).

For other car parks close to Westbridge Place, or for elsewhere in Leicester, please use the [Parkopedia website](#).



## Travel by rail

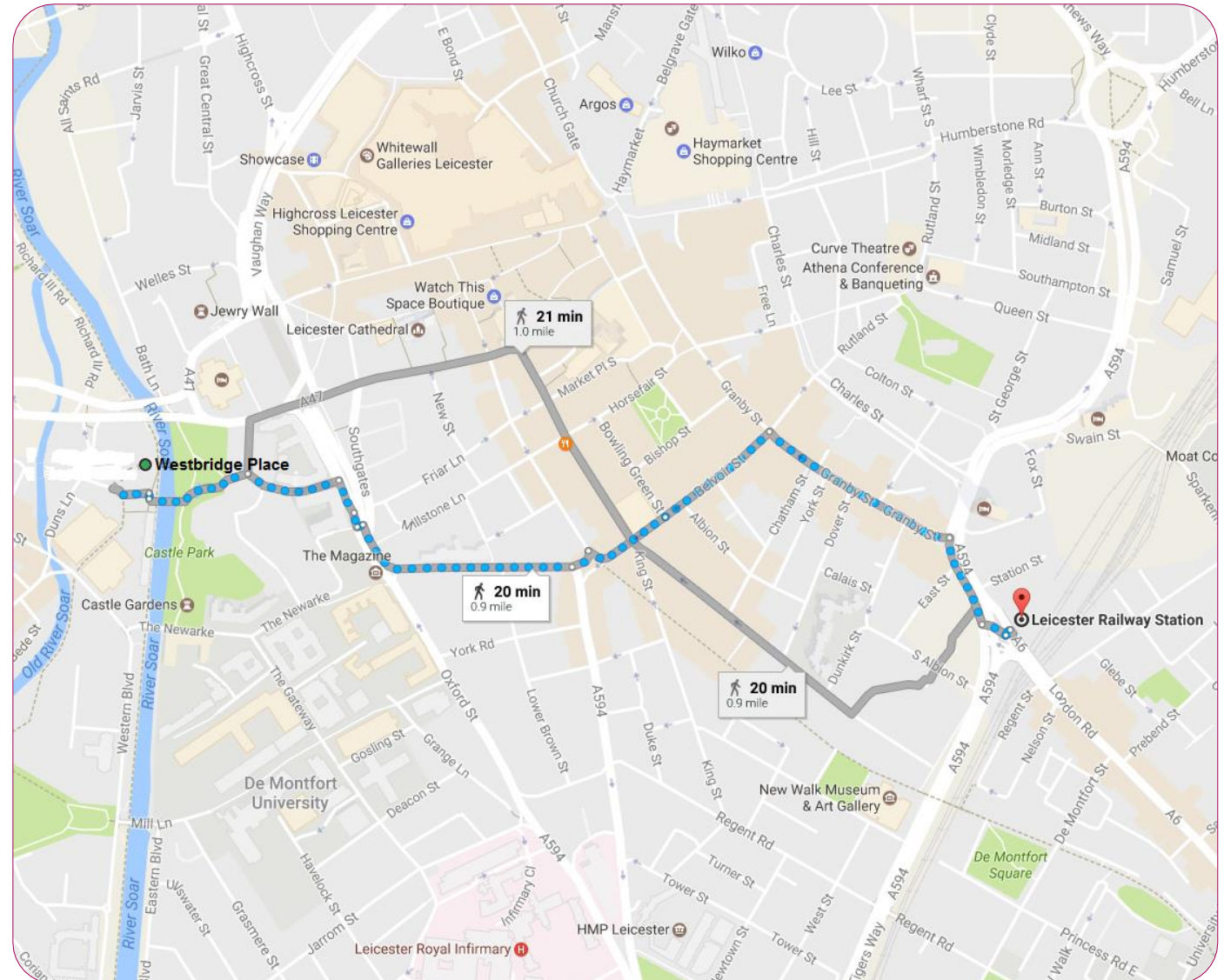
Leicester railway station is one mile from Westbridge Place.

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. Keys for the shelter can be ordered through Carillion and will be chargeable, although two of the locks are on a combination.



## Travel by bus

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

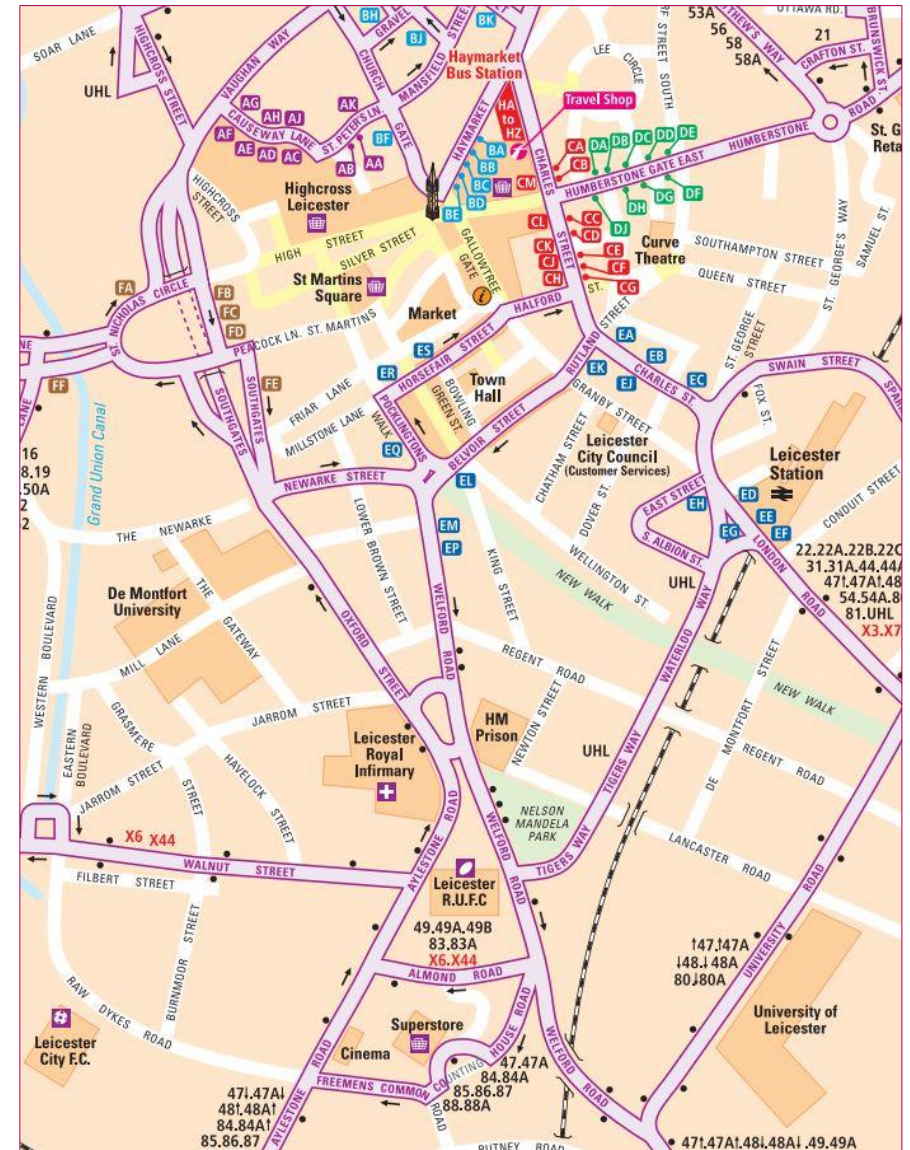
The bus companies operating in Leicester are:

- [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.

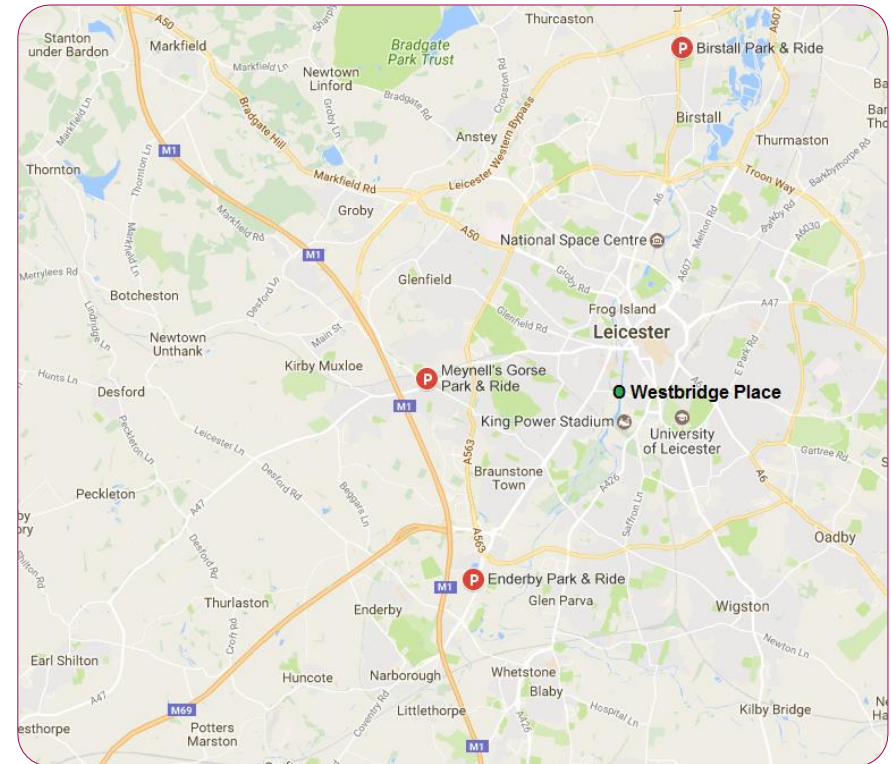
Click on the map opposite for the full image.



## 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 we wanted to be included in this we would need to arrange it with Carillion on a date by date basis, so they are aware when we might be in the building after 18:00.

## Shower and changing facilities

There are showers for staff on the second floor, with the intention of adding a further shower on the fifth 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.

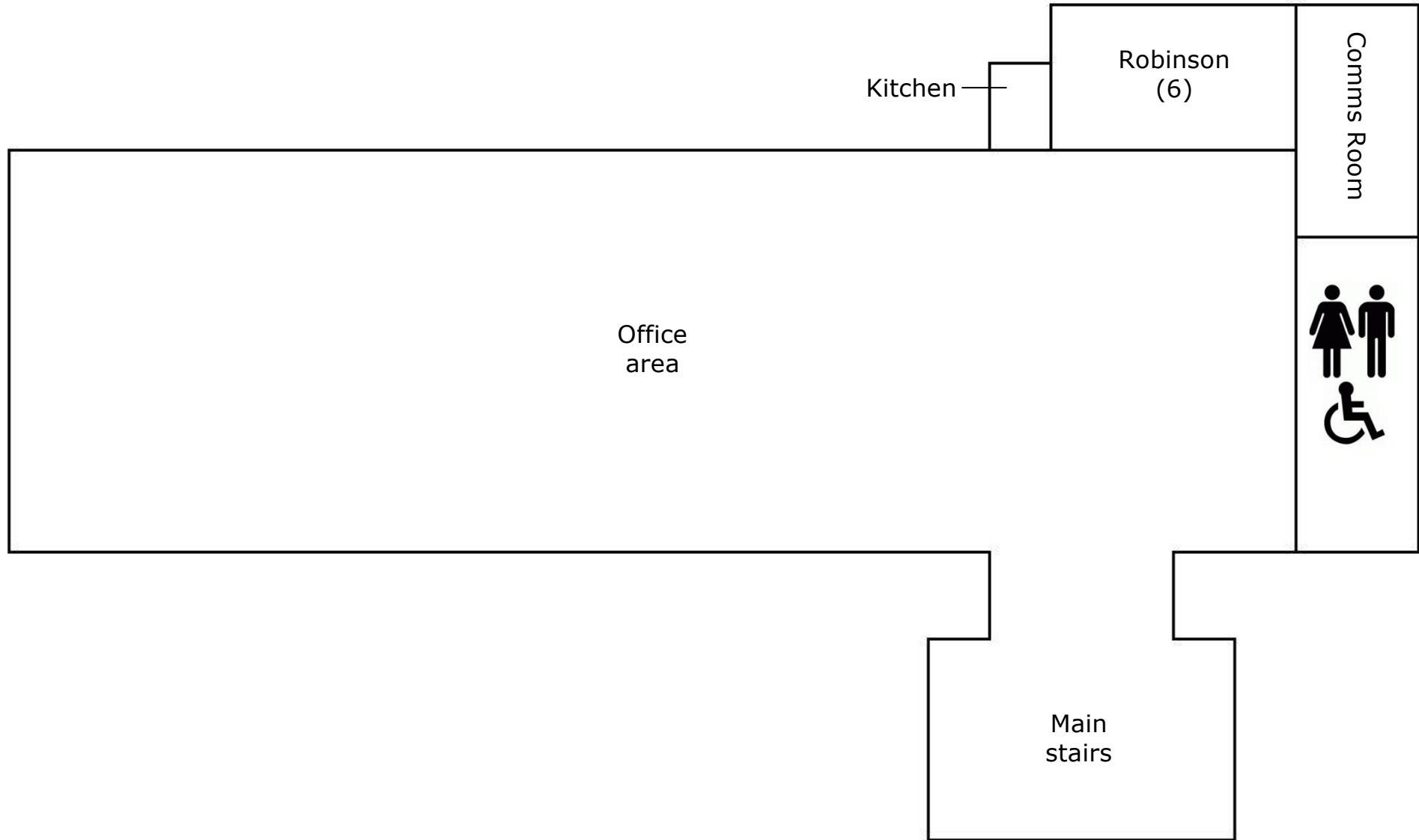
## Who's who in the building?

- 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.

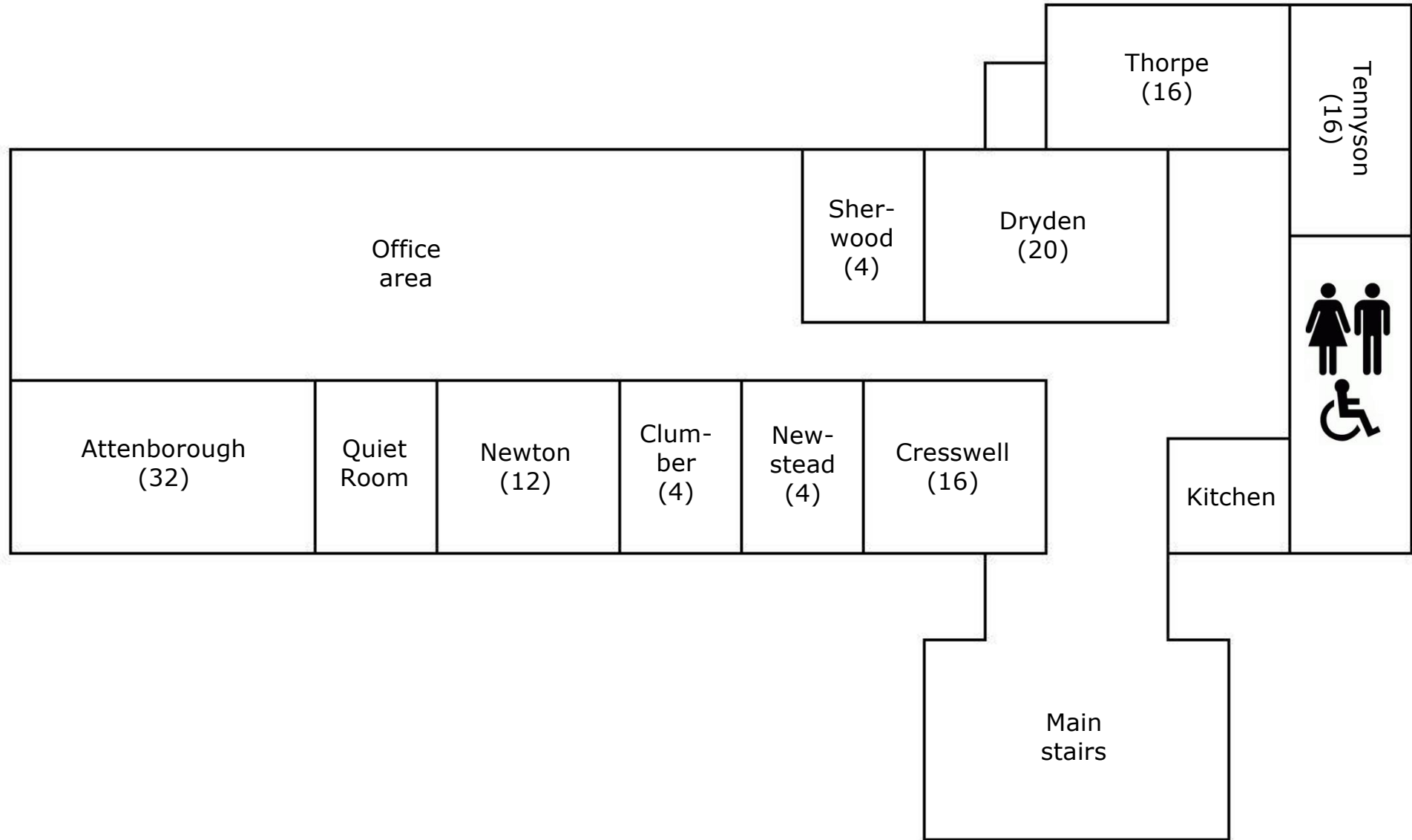




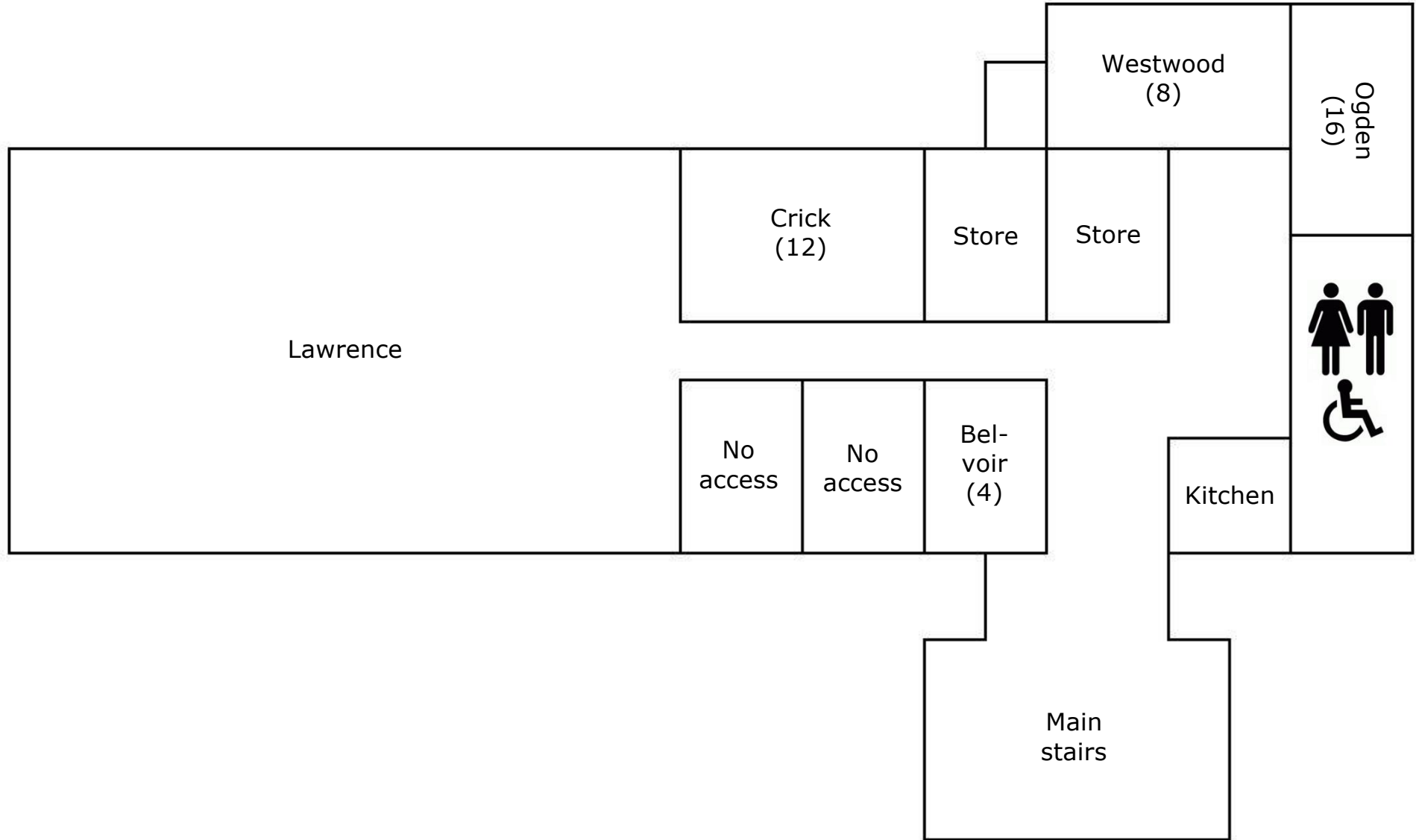
## Floor 3



## 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 Carillion helpdesk on 0845 121 0577.

## 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) and evac chairs are also available.

## 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 fourth floor, between the Attenborough Room and Newton Room.

## **Fire and other alarms**

The fire alarm is tested twice a week, with a tannoy 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 tannoy 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.

## The Brucciani Van

A sandwich van calls most days between 9:00 and 10:00 in the morning, and 12:00 to 13:30 in the afternoon. A tannoy announcement is usually made on its arrival.



# Supporting your work

## Office cleaning arrangements

There is a central cleaning contract in place at Westbridge Place with Carillion, 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 Carillion facilities team. Any faults or requests for works should be logged through the Carillion Helpdesk on 0845 121 0577.

## 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 Carillion. If you have any problems with the temperature, please contact the Carillion Helpdesk on 0845 121 0577.

## 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](mailto:communications.em@hee.nhs.uk)

**IT Service Provider – Serco** 0800 996 996 [itsd.asp@serco.com](mailto:itsd.asp@serco.com)

**Building related faults – Carillion** 0845 121 0577 [landregistryfacilitieshelpdesk@carillionplc.com](mailto:landregistryfacilitieshelpdesk@carillionplc.com)

**Land Registry** 0300 006 2705 [steve.gilbert@landregistry.gov.uk](mailto: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

