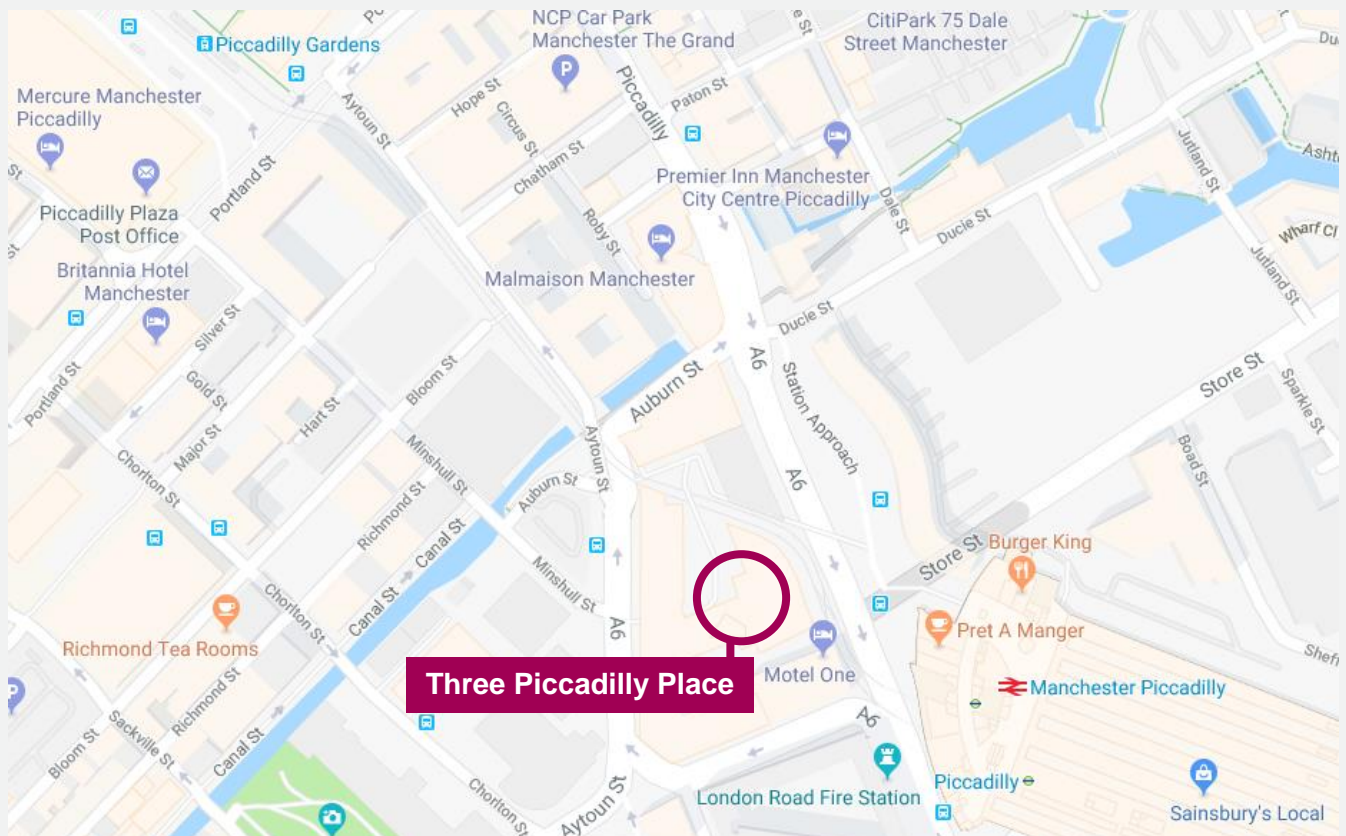


# Manchester Office Information for Visitors

Our Address is: Health Education England, Manchester Office  
North West Training Programme Management  
Three Piccadilly Place  
London Road  
Manchester  
M1 3BN

Reception: 0161 268 9900



The Health Education England, North West Team, Manchester Office is located on the 3rd floor of Three Piccadilly Place but all visitors must report to the 4th floor NHS reception first to sign in and receive their visitor badge.

## By Train and Tram

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Three Piccadilly Place is a short walk from Piccadilly railway station, which also has a Metrolink stop. For information on train, tram and bus times and routes, visit [www.tfgm.com](http://www.tfgm.com)

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## On Foot from Piccadilly Train Station

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There are two routes which may be taken;

1. Come out of the front entrance of the station, bear left over the Manchester Curve Bridge. Cross over the tram lines (there is a safety crossing at the end of City Café), and cross the Piazza to the main entrance of the building.
  2. In Piccadilly Station, take the escalator down from the main concourse. At the bottom of the escalator turn right and exit the station. Cross the road using the pedestrian crossings and walk to your right, take the steps on the left leading to a covered walkway. The entrance to the Ground Floor Reception will be located on your left.
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## By Car

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There are no free visitor car parking spaces however there is a pay car park located at Piccadilly Place. Drive along London Road and turn left into Whitworth Street. Keep in the right hand lane and turn right into the Q-Park car park. Park your car and take your ticket with you, tickets are 'pay on exit'. Take the lifts or stairs to ground floor level.

The scale of charges at June 2018:

Up to 1 Hours £2.50  
Up to 2 Hours £5.00  
Up to 4 Hours £9.00  
Up to 6 Hours £13.00  
Up to 9 Hours £15.00  
Up to 24 Hours £18.50

Pay machines are located at the exit into the Piazza, and also at near the exit barrier at level -1.

Accessible parking is available on each floor of the car park. From each car parking level there are stairs and lifts available to take visitors to ground floor level. The entrance to the Ground Floor Reception is located to the left.

**3PP location for satellite navigation (SatNav)** This following address will direct you straight to the car park underneath the building:

14-16 Whitworth Street, Manchester M1 3BS

## By Taxi

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Local taxi firm Manchester Cars 0161 228 7878 is close to our accommodation. Taxis will collect and drop off at Aytoun Street lay-by. This is located: turn left out Ground Floor Reception and walk straight ahead until you arrive at the lay-by Aytoun Street lay-by.

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## Arriving at the Building

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All visitors must report to Ground Floor Reception upon their arrival.

Your host at the Health Education North West will have advised Ground Floor Reception of your arrival and you will be permitted to take the lift or stairs to the NHS Reception on the 4th floor where you will be required to sign in and receive a visitors badge. This badge must be worn at all times and must be returned to the 4th floor reception before leaving the building.

Your host will be contacted to collect you from the 4th floor Reception.

If your host has not advised Ground Floor Reception of your arrival, you will be asked to take a seat and wait until your host has been contacted to collect you from the Ground Floor.

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## Fire Evacuation

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Should the fire alarm sound, visitors must:

- exit the building immediately
- follow your host to the nearest safe fire exit
- remain with your host at the fire assembly point

Visitors must not:

- use the lifts
  - re-enter the building unless authorised to do so
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## Smoking

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Three Piccadilly Place is a smoke free zone.

## Accessible Facilities

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These include:

- Hearing induction loop in Mersey Suite and portable hearing induction loop for use elsewhere
- Accessible parking spaces
- Accessible toilet on each floor
- Intelligent lifts
- DDA compliant reception desk
- Fire refuges on each floor

Please advise your host if you will require access to any of these facilities

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## Prayer/Quiet Room

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This is located on 5th floor and is available to all staff and visitors.

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## New and Expectant Mothers

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A room is available to new and expectant mothers, please ask your meeting host or reception for more information.

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## First Aid

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Trained first aiders are available

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## Accidents

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An accident reporting form is available from the Facilities Manager.

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