



West  
Yorkshire  
Combined  
Authority

Tracy  
Brabin  
Mayor of  
West Yorkshire

# A visitor's guide to Wellington House





## How to find us

### Our address

Wellington House, 40 50 Wellington Street, Leeds, LS1 2DE

### What Three Words

What3words is a code system designed to identify any location within a distance of approximately 3 metres.

To find us using What3words please enter: **kinks.pirate.punchy**

### Walking from Leeds City Station

City Square is a paved area north of Leeds City Station. Take the north exit from the station and bear left. It's a 2 minute walk to Wellington Street. Be aware that there is a new cycle path.

### Cycling

A new cycle path stops outside Wellington House. Visit the [CityConnect website](#) to plan your journey.

### Bus

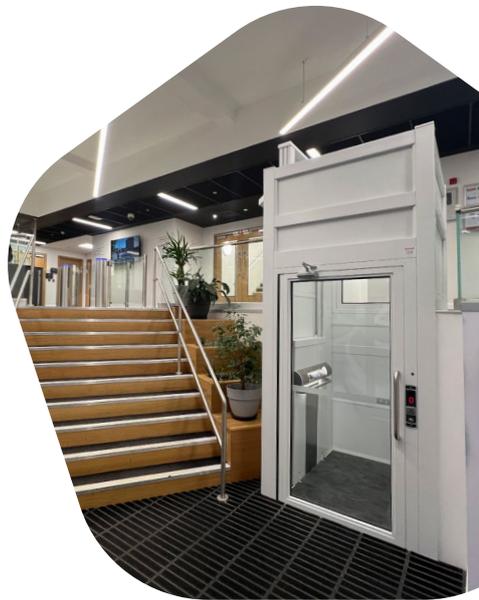
You can get to Wellington House by using the following link: [Metro: plan a journey \(wymetro.com\)](#)

### Train

Operators include: LNER, CrossCountry, Northern and Transpennine Express.

### Driving

There are no parking facilities onsite. **Trinity car park** and **Leeds City Station** are close facilities.



## Welcome to Wellington House

**Our friendly reception team are always happy to help.**

Please call us on **0113 2517 272** if you need help with accessing our building or have any questions before your visit.

Access by the intercom at the right side of the automatic double doors. The access level is flat. On the left, as you walk in there are 10 steps up to the reception desk with handrails each side. Alternatively, an accessible lift is available at the front door entrance. Security monitor the front door and assistance can be provided, if required.

The reception desk has a glass barrier. You will be asked to sign in on a silent touch screen. For pre-booked meetings, your host will have added your details to the visitors list. After signing in you will be provided with a visitor badge, please wear this at all times and return to reception when you leave.

There is an automatic security gate leading to a comfortable seated area.

Your host will collect you from the seated area or a member of the reception team will accompany you directly to your meeting.

### Accessibility

The ground floor has automatic doors. An accessible lift is at the entrance.

The lighting levels are bright. There are foliage plants in reception. There is a real time bus information display. We are happy to help with reasonable adjustments where possible.



## Facilities

**To make your visit comfortable we have the following facilities:**

**Wi-Fi** – While you are visiting we provide guest Wi-Fi access. Details are on your visitor badge.

**Printing** – If you require a document to be printed during your visit please send it as an email to [ReceptionServices@westyorks-ca.gov.uk](mailto:ReceptionServices@westyorks-ca.gov.uk) with the number of copies required and the meeting room reference.

**Bike Storage** – Visitors bikes can be stored in the basement. Colleagues hosting the meeting will be responsible for access. Please let your host know you intend to access the storage area. Alternatively, bikes can be stored at Leeds City Station.

**Our Wellbeing Room** is available to use whilst on site, this has a cold storage facility.

**A Contemplation Room** is available for meditation, prayer and wellbeing matters.

**Refreshments** – A water fountain is available in reception. Lunches (where applicable) are freshly made from an external provider. Special requirements will need to be notified in advance. Refreshments provided for external visitors will be ready in the room. Alternatively, there are local coffee shops and supermarkets nearby.

**Toilet Facilities** – A suite of gender-neutral toilets can be accessed through a signposted automatic door. The accessible toilet is in the same area. There is an emergency alarm and turning space in the cubicle.



## Housekeeping

**Emergency Drill** – In the event of an emergency visitors must exit the building immediately, leaving all possessions. Appropriate Fire Wardens will give instructions.

We do not have an assembly/muster point – we use a ‘scatter system’

**Evacuation** – Visitors who require assistance to evacuate our building should inform the host prior to attending so that a Personal Emergency Evacuation Plan (PEEP) can be undertaken in advance.

An audible, sensor flashing alarm system is tested every Friday at 13:00. The sounders are tested for five to six seconds. Any changes will be notified on the day.

**First Aid** – Qualified First Aid staff are available on site.



## Meeting Rooms: Sensory Experience

All meetings are held on the ground floor at Wellington House.

We have a range of meeting rooms to accommodate all types of events. Technology is available to host hybrid and face to face meetings. Heating controls are adjustable within the room.

We have charging points for IT equipment.

Rooms lead off a hallway which could be busy as visitors change rooms. All rooms have window blinds and rooms can be made private. Meeting Room 9 is a dedicated 'quiet zone'.



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# West Yorkshire Combined Authority

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