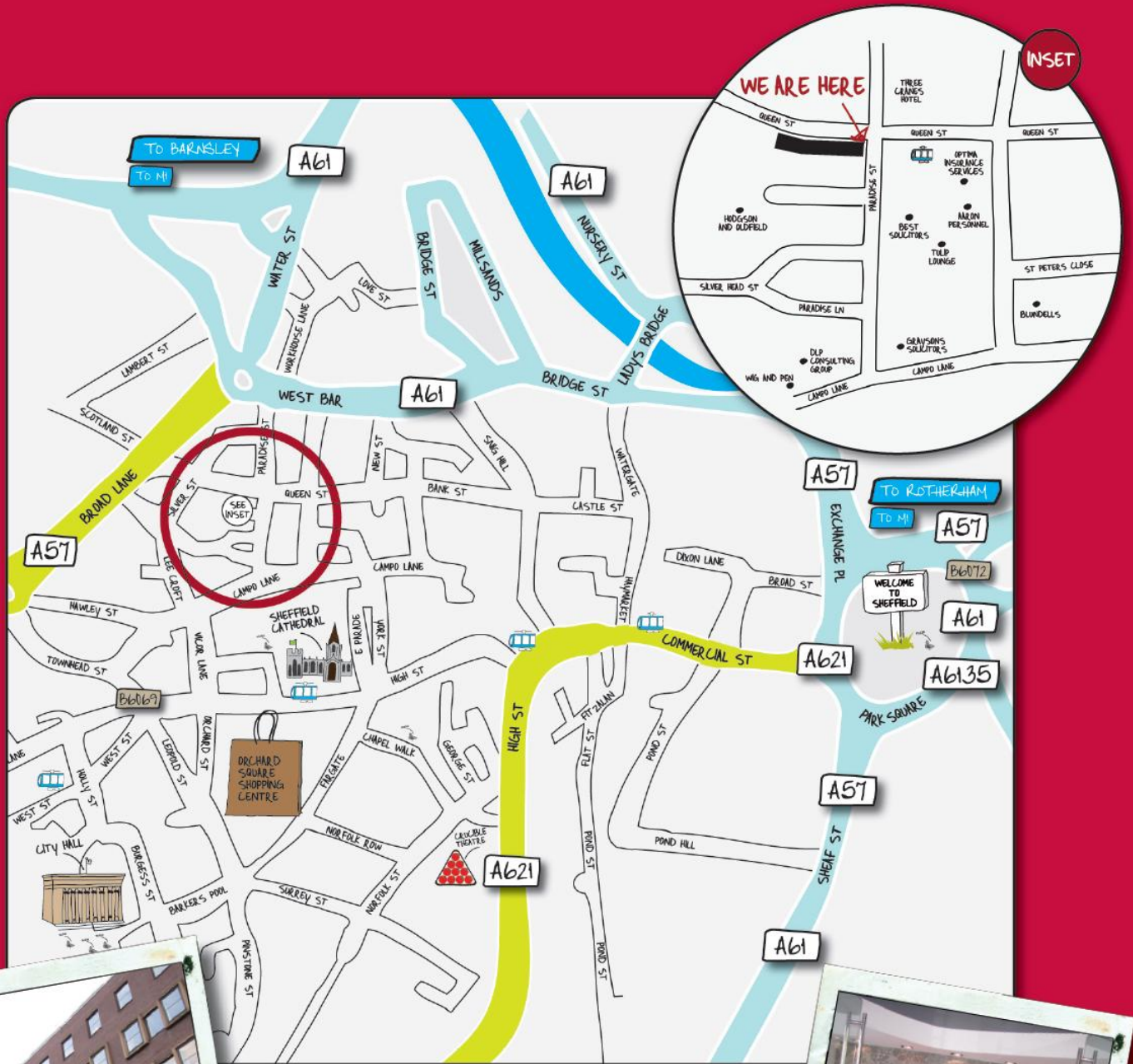


A4e

Queen's House



OUR NEW HEAD OFFICE!

A4e Ltd

Queen's House
105 Queen Street
Sheffield S1 1GN

Main Reception
0114 2894700

Fax
0114 2754632



TRAVEL INFORMATION

BY ROAD:

Exit M1 J33 onto A57, Sheffield Parkway, turn right at traffic lights onto A61 towards West Bar roundabout, straight across and take 1st left onto Queen Street. Queen's House is on your right.

SAT NAV:

Use postcode S1 1GN

TRAIN:

Sheffield City Station. Taxis are located to the left of the station, or you can cross the road to the Sheffield City interchange and follow the directions from the Interchange below.

BUS:

Sheffield City Interchange, Pond Street, walk up the hill to Fitzwilliam Sq, across to the top corner of Primark and down Angel Street 1st left onto Bank Street, continue along onto Queen St. Queen's House is the last building on the left.

PARK & RIDE:

5 parking areas across the city, further details can be obtained from Reception. For further details visit the Travel South Yorkshire website -

http://www.travelsouthyorkshire.com/travel_information/travelling_by_car/park_and_ride/

FROM BESSEMER ROAD:

Bus No.52 runs from Attercliffe to Sheffield Interchange

CAR PARKING

There are 2 parking spaces for visitors subject to availability. Please contact the reception for further details. There are a number of car parks in the City Centre, and also on street car parking. The nearest car parks are located at:

NCP - Hartshead Square, S1 2EL, £3 per day if you take your token to A4e reception.
Velocity Village, Tenter St, S1 4BY, £4 per day if you show your A4e ID.

ACCESSIBILITY

There is a disabled parking space available subject to availability. Please contact the reception for further details. There are lifts throughout the building and accessible toilets on the ground and 2nd floors. Access for wheelchair users through the main entrance. Please press the call button by the entrance door if you require assistance.

SMOKING

You are free to smoke in the dedicated area outside to the rear of the building.

ENTRY TO THE BUILDING

All Visitors must sign in at reception where you will be issued with a security card. Where possible all visitors will be accompanied. On leaving the building visitors should sign out and return their security card to Reception.

HEALTH & SAFETY

A4e has implemented standards to promote a positive health & safety culture and to control hazards and risks. All visitors are requested to cooperate with the standards of safe practice, details of which can be found on the information board at Reception.

EMERGENCY PROCEDURE – BUILDING EVACUATION

In the event of an emergency an alarm will sound continuously throughout the building. Immediately leave the building by one of the staircases and assemble at the evacuation point in Paradise Square which is to the left and rear of the building and await further instructions.