

We are a safety critical company, so safety is really important to us and while you are at Westwood, we would be grateful if you could really look around and let us know if there is anything you can see that can be improved and if you see anything that looks wrong please tell us.

Feedback is welcomed at reception.



Westwood Joining Instructions

Welcome back to Westwood - The information that follows will help you to prepare for your stay and make the most of your time with us.

Travel:

The nearest train station to Westwood is Tile Hill which is a 6 minute train journey from Coventry station and just 5 minutes from Westwood. There is a Westwood shuttle service which operates Monday to Friday from 08:00–10:00 and 17:00–19:00 for both arrivals and departures. You will find shuttle details, walking map and contact details at Tile Hill Station or alternatively contact direct on 07850 408 435 if you arrive outside of the shuttle times.

A taxi rank is available outside Coventry Station. The local company we use are Central Taxis on 02476 333 333. Please ask the driver for Network Rail – Westwood, located on Westwood Heath Road. The taxi drop off point is Reception located at the front of the main building.

Directions:

If you are travelling to Westwood by car, you can download a local map or a route planner by following the link below:-

<http://connect/CorporateServices/Westwood/Gettingthere.aspx>

Car Park:

The car park is located to the rear of the building and has a limited number of car parking spaces, please be aware that if the car park is full you will be directed to an alternative car park off site.

Please note, we have disabled spaces for badge holders, please email westwood@networkrail.co.uk if we can be of any assistance.

Event Arrival:

Make your way to the main Reception located at the front of the building. You will be greeted by one of the Reception Team who will register you and give you a badge, this must be worn and be visible at all times and returned to Reception on departure.

If you are checking in to a bedroom you will be given an electronic key which allows you access to your bedroom and enables you to charge items from the bar to your room account. If you or your tutor/organiser has a pre-arranged group check in, your keys will be delivered to your training room at a pre-arranged convenient time.

Please be aware that smoking and the use of mobile phones is not permitted at the front of the building. If you wish to smoke (this includes E-cigarettes) there are designated smoking areas around the site.

Should you need to cancel your event or accommodation, please email Westwood to avoid any unnecessary charges (see cancellation policy). The email address is westwood@networkrail.co.uk or call Training and Events direct on 02476 820 200 (085 55200).

Dress Code:

Westwood operates a dress code which is 'smart-casual', no beachwear, trainers or sports shirts should be worn, however, smart denim jeans which are not ripped are acceptable during the evening only.

Mobile Technology:

To help minimise distractions for everyone visiting Westwood, we request that mobile phones are silenced during all events. If, for operational reasons, it is essential that you need to be contacted, then please turn phones etc to 'silent' mode and leave the room when attending to a call. Should you wish to re-charge your phone batteries, a service is available at Reception.

Services:

All bedrooms are equipped with a hospitality tray, TV, hairdryer, iron/ironing board and a 'user friendly' air conditioning system which provides for both heating and cooling.

If you have forgotten to pack anything, Reception has a stock of items for sale such as toothbrushes, deodorant etc.

The nearest shops and cash dispensing facilities are at Cannon Park which is a 5 minute car journey away.

Leisure:

We have a complimentary leisure complex on site for delegates to use whilst staying at Westwood. Westwood Leisure is equipped with a swimming pool, sauna and steam room, fitness suite, mountain bikes for hire and exercise class studio. You can pick up a towel and drink at the Westwood Leisure Reception when you sign in to use the facilities. We also sell a range of leisure related items such as swimwear, goggles and shorts. If you would like to take advantage of a complimentary Health Check or enquire about booking a class or mountain bike during your stay, please contact the leisure team on 07739 775350 or email them on westwoodleisure@networkrail.co.uk.

Leisure opening hours are 06:30–09:00 and 12:00–20:00 Monday to Thursday, 06.30–09:00 and 12:00–16:30 on Fridays.

We are offering free Health Checks, one-to-one fitness consultations and cycle hire, which you can book by calling the team on 07739 775350, or emailing us on westwoodleisure@networkrail.co.uk. Alternatively, you can enjoy the local countryside on foot whilst you're staying on site, come to our leisure room to pick up a map and talk to one of the leisure team.

Licensed Bars:

We have two bars the Gallery and Leisure Bar. The Leisure Bar features draught beers, big screen Sky TV, a variety of bar games and weekly entertainment. When you are staying at Westwood, all drinks are charged to your bedroom account. If you are not staying at Westwood, you may set up a bar tab where payment can be made at Reception on your departure.

Just to remind you that whilst you are staying at Westwood you are still covered by Network Rail's Drug and Alcohol Policy.

Our License only allows drinks to be purchased in the Gallery Bar, Leisure Bar and Restaurant.

Bar Opening Hours:

Gallery and Leisure Bar - Monday to Thursday incl. 17:30–23:00

Please note that we do not operate a hotel licence and all drinks must be consumed by 23:20 and all licensed areas vacated by 23:30.

Restaurant / Gallery:

Westwood encourages delegates to relax in comfort and enjoy our casual dining experience. Breakfast is a buffet service offering a choice of English and Continental selection. Lunch offers the choice of Restaurant with a selection of fresh wholesome main courses and desserts. If you fancy something light, try our deli located above the Restaurant. The deli offers lighter options, including sandwiches freshly made to order served on freshly made bread with a variety of fillings. Our new dinner service concept offers a relaxed, informal service with a gastro style menu with themed sharing board starters, main course and desserts. Your event organiser/tutor will advise you the time and location of lunch and dinner for your group. If you have any food allergies or intolerances please email westwoodkitchen@networkrail.co.uk.

Hospitality offers a wide selection of hot/cold beverages available in East and West training wings open throughout the day.

Breakfast 07:00–09:00

Lunch 12:00–14:00

Dinner 18:30–21:00 (excluding Fridays)

Leaving:

You need to vacate your bedroom taking all your personal belongings with you by 10:00 on the day of your departure. You can settle your account at Reception with debit/credit cards or cash by 10:00 on the day of departure. Your luggage can be left until your event finishes in luggage rooms located on East and West training wings.

Security:

Should you need to leave the site during your stay, please ensure you inform Reception or Security both on departure and return as we need to account for all registered persons on site at all times. Westwood has a security barrier system in operation at the main entrance. The gate will open and allow you access on arrival and on departure.

Please note Westwood is monitored by CCTV cameras.

We look forward to welcoming you to Westwood.

If you need any further information or help before you arrive, you can call us on 02476 820200 or email us at westwood@networkrail.co.uk.