Type: Procedure	Northumbria Blood Bikes Procedure: Access Arrangements to Morpeth Ambulance Station		
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Approved:	July 2023	By:	Executive Committee
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A. Why do we need this Procedure

This document sets out the requirements for the access to Morpeth Ambulance Station.

B. Who is Responsible for this Procedure

The Fleet Manager of the group is responsible for the maintenance of this procedure.
The Executive Committee is responsible for approving this procedure.

Any person using the bike from this location is bound by the rules laid out in this procedure.

C. When will this Procedure be reviewed

The procedure will be reviewed a maximum of Two Years following its approval.

D. How will changes be notified

The latest version of the policy will be made available via the members' library on the group website. New versions will be announced via email to all qualified riders, drivers, shift controllers and the executive committee.

1. Aim of Procedure

1.1. This procedure is to enable riders to collect the bike from Morpeth Ambulance station with minimum disruption to NEAS operations.

1.2. This procedure will ensure all stipulations laid down by NEAS for the use of this base are adhered to.

2. Location

2.1. The Morpeth Ambulance Station address is:

Gas House Lane,
Morpeth.
NE61 1SR.

2.2. A NEAS key is required to access both the site and the station building.

2.3. A video showing the access to this location, can be found on the below link

https://www.northumbriabloodbikes.org.uk/ops/locations/morpeth_ambulance_station

3. Operational Times

3.1. This arrangement operates seven days per week, 365 days per year.

4. Access Arrangements

4.1. This station has a secure outer compound which can accessed using your NEAS key, turning it to the right in the key box to open the gate. Gate will close automatically after around 30 seconds.

4.1.1. Personal cars and bikes may be parked in the staff car park at the right side of the building, please park considerately.

4.1.2. NO PERSONAL CARS OR BIKES TO BE LEFT INSIDE THE GARAGE.

4.2. Entry to the Station is via the right-hand single garage. A key switch is located to the left of the door, insert your NEAS key and turn to the right and release to operate roller door.

4.2.1. If the alarm sounds on entry, a NEAS key box is positioned adjacent to the door control panel. Insert and turn NEAS key to the right and hold until the alarm is silenced (ALARM MAY NOT BE REGULARLY USED IF CREWS ARE IN AND OUT ON A FREQUENT BASIS).

4.2.2. Close the roller door behind you using the door control panel as in 4.2.1 above.

4.3. Proceed into the main garage area to the left and the bike should be parked in the far bay to the rear & centre of the designated parking area but not blocking the footpath to the offices (this ensures good access to the jet wash facility & Patient Transport vehicle).

4.4. The offices are located to the far right of the garage beyond the bike, proceed into the crew restroom being aware of the step down at the doorway. The door on the right leads into a corridor with the Station Office being the first door on the left where the key safe is located on the right-hand wall along with a 'signing in' book.

4.5. Exit back into the garage area through the crew restroom. The spare batteries & charger can be found on the window cill to the rear of the bike parking bay.

4.6. To exit the garage, use the button operated door panel to the right of the roller shutter door.

4.7. If the station alarm was set on arrival, then reset it on exiting the building. Close the bike bay door leaving the bike outside. Re-open the initial roller door by which you entered and then press and hold the alarm 'set' button located to the left of the alarm key switch found on entry to the station until the alarm tone sounds.

4.8. The rollers doors are manual and **MUST** be closed after leaving the building.

5. Standard NEAS Regulations

5.1. The station should be left as you found it, if the alarm is set when you arrive, then reset it when you leave, if the alarm is not set then leave without setting it.

5.2. The station log book must be signed with the date and time of each visit. The log book is situated in the station office - see 4.4 above.

5.3. If you accidently set off the alarm, then ring 0191 4302462 and state who you are to enable a reset to be carried out.

6. NEAS key security

6.1 This key is issued to members with the expectation that it will be kept secure and used responsibly given the trust that NEAS place on us and the potential security risk that such a key poses should it be lost.

6.2 Therefore, in the event of a key being lost, it should immediately be reported to Committee on Call (0191 3643036) followed up by a written report after all efforts have been made to locate the key.

6.3 The member concerned is then duty bound to contact the Police, explaining the circumstances and the severity of such a loss and acquire a crime number which is policy for all NEAS staff in similar circumstances. Investigation into the key loss will be conducted by both ourselves and a designated NEAS officer to ascertain if security has been compromised and put into place measures to help prevent future loss.

7. Exceptions and Variations

7.1. Any exceptions or variations will be at the discretion of the Rota Manager, or a Committee Member.

Northumbria Blood Bikes Procedure: Access to North Shields Ambulance Station			
Version Control and History			
Date	**Version**	**Author:**	**Reason For Change**
July 2023	1.0	Jason Cooper/Paul Curran	Initial version
June 2025	1.1	Paul Curran/Sean Storey	Added new section 6