Type: Procedure	Northumbria Blood Bikes Access Arrangements to Pegswood Fire Station		
Owner:	Fleet Manager	Author:	Jason Cooper
Approved:	February 2024	By:	Executive Committee
Doc Ref	ROTA023	Version	1.2

A. Why do we need this Procedure

This Procedure sets out the requirements for access to Pegswood Fire 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 a car from this location is bound by the rules laid out in this procedure.

C. When will this Procedure be reviewed

This Procedure will be reviewed a maximum of Two Years following its approval.

D. How will changes be notified

The latest version of the Procedure will be made available via the members' library on the group website. New versions will be announced via email to all qualified riders and drivers.

1. Operational Times

1.1. The arrangement operates seven days per week, 365 days per year.

2. Access Arrangements

2.1. The station address is:

Pegswood Fire Station
A197 Bypass
Pegswood
NE61 6SJ

2.2. Directions can be found on the link below

https://www.northumbriabloodbikes.org.uk/node/18762

Heading North or Southbound on A1, take the slip road after the Morpeth turnoffs onto the A197 Ashington bypass. Turn right or left under the A1 and follow the A197 signs to Ashington, passing over 3 roundabouts. The Fire Station is approximately 1 mile on your left after the 3rd roundabout however there is "NO ENTRY" to the front of the station. Proceed to the Pegswood roundabout (with large statue in the centre of the roundabout) turning left for Pegswood then first left which leads around the rear of the station (signposted accordingly).

If travelling from the Ashington direction on the A197, proceed out of Ashington passing the Longhirst turn on the right and then turn right at the next roundabout (signed for Pegswood), then first left which will lead to the rear station entrance.

2.3. Proceed around the back of the Fire Station to the secure car park which is located inside the fenced compound through the keypad-controlled access gate on the left. The code will be listed on the website under the "NBB Confidential Information".

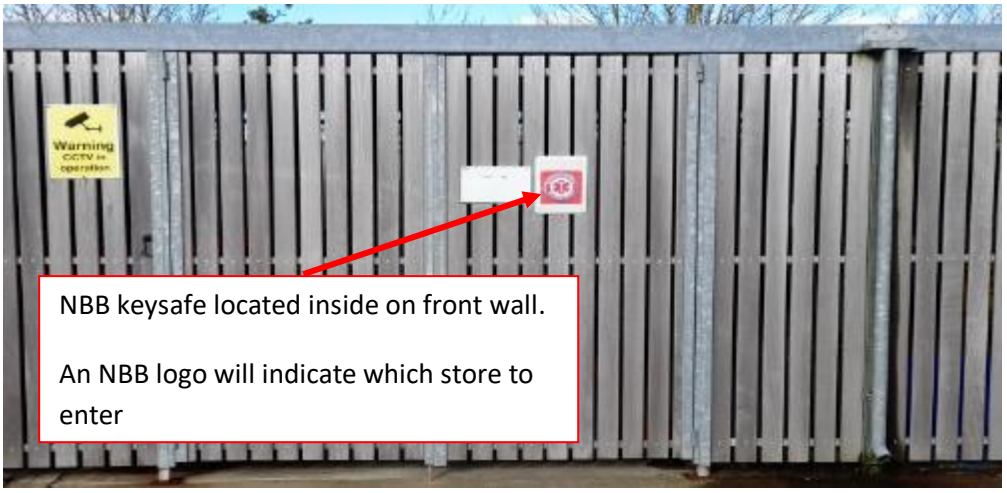


2.3.1. Once through the gate (see photo below), turn left to the rear parking area past the bike storage sheds and park in any available marked bay.





2.3.2. The vehicle key is stored in a key safe box (located within the centre bike storage shed) attached to the front wall. The code will be listed on the website under the 'NBB Confidential Information" (see photo below).



2.3.3. There will also be a station access pass within the keysafe to allow access onto the station to use toilet facilities. PLEASE ENSURE THE STATION PASS IS RETURNED TO THE KEYSAFE PRIOR TO LEAVING THE STATION.



2.3.4. The spare radio battery & charger will be located in the BA Cleaning Room which is located off the main appliance room. Enter via the side door to the appliance room (see 2.3.1) and turn right at the next corridor with the BA Room being first door on the right.



2.4. When exiting the station yard, the gate is activated by a pressure pad however in the event that pad fails to operate, there is also an additional keypad on the right-hand side of the gate but be aware it is a different code to that which accesses the gate into the rear yard.

2.5. The access codes for all the key safes and key pads are within the NBB website under the "NBB Confidential Information". These codes can change regularly so please make sure you are aware of them.

2.6. As this station is staffed 24 hours there is no need to activate/deactivate any security alarms.

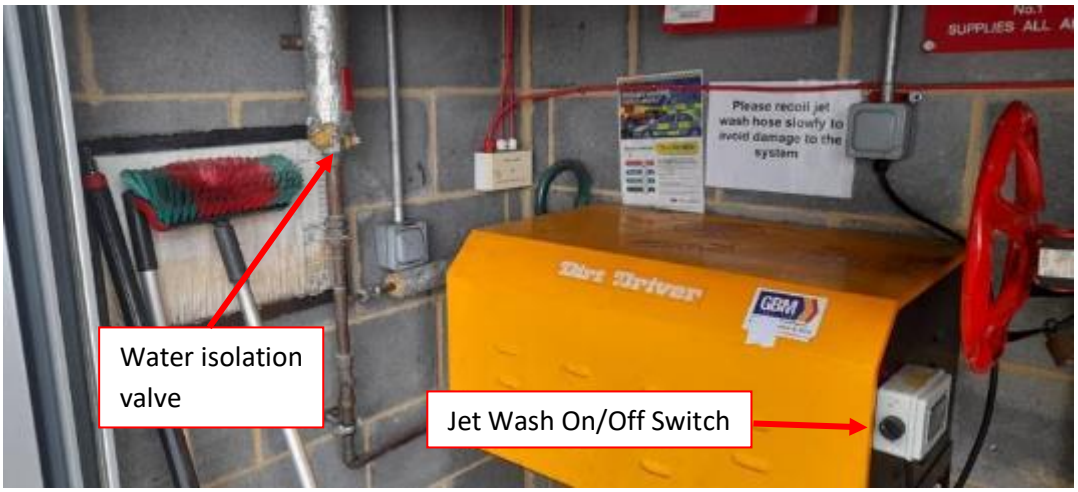
2.7. A spare station pass is kept off site in case of emergencies. If this pass is required, please contact the Fleet Manager who will arrange for it to be collected.

3. Jet Wash facilities

3.1 There are Jet Wash facilities available for use on Blood Bike vehicles only. The jet wash store is located to the left of the toilet access door (see photo) and is located behind a roller shutter door. The door can be opened using the key operated switch (key should always be in the switch). Should the door not open fully, then return it to the closed position and try again (left to 'close', right to 'open').



3.2 Inside the store is the jet wash machine and extending 'self return' hose & lance. A switch on the right operates the jet wash. Be aware that during very cold weather, the water isolation valve may be turned off (see photo below). If this is the case, please ensure it is shut off after using the jet wash.



3.3 The jet wash lance has a main trigger for water only and a valve on top if detergent is required.



4. Site Restrictions

4.1 There are no travel restrictions once inside the station however please respect the facilities and personnel who work on the station. If you require any assistance then contact a member of fire personnel if they are onsite.

4.2 There is no requirement from Northumberland Fire & Rescue Service for any NBB member to sign in or out of the station. The station is covered by CCTV and station passes are logged on a central system when activated on any entry point.

5. Site Security

5.1 Before leaving the station ensure all doors you have opened are closed, all keys & passes are placed in their relevant key safe box, with the key safe codes scrambled.

5.2 If a member encounters any issues with station security and fire personnel are not on station, then they should report it immediately to the Fleet Manager stating what the issue is so that action can be taken.

Under no circumstances should NBB personnel leave the station un-secured and without reporting it.

Remember, we are trusted partners with the Fire Service hence we must ensure station security is maintained at all times.

6. Exceptions and Variations

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

Northumbria Blood Bikes Policy: Access Arrangements to Pegswood Fire Station			
Version Control and History			
Date	**Version**	**Author:**	**Reason For Change**
Feb 2024	1.0	Jason Cooper/Paul Curran	First Version
March 2024	1.1	Jason Cooper/Paul Curran	Inserted section 3 – Jet wash
December 2024	1.2	Jason Cooper/Paul Curran	Amended battery location in 2.3.4