



Type: Procedure	Northumbria Blood Bikes Access Arrangements to Sniperley Fire Station		
Owner:	Fleet Manager	Author:	Alan Johnson
Approved:	Jan 2019	By:	Executive Committee
Doc Ref	ROTA104	Version	1.4

A. Why do we need this Procedure

This Procedure sets out the requirements for the access to Sniperley 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 vehicle 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 coordinators and to the executive committee.

1. Operational Times

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

2. Access Arrangements

2.1. The Fire Station address is:

Sniperley Farm
Sniperley Park
Lanchester Road
Durham
DH1 5RA

2.2. Sniperley Fire Station operated 24 hours, seven days per week, 365 days per year so please be considerate when collecting and returning the bike.

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

<http://www.northumbriabloodbikes.org.uk/ops/locations>

2.4. The station is located near to the Sniperley Park & Ride Car Park just off the A691 Lanchester road (see map 1).

2.5. This station does have a secure compound which is accessed around the back of the building, where you will find the main gate and a key safe fixed to the Mountain Rescue building.



2.6. Open the key safe, remove the access card with “Northumbria Blood Bikes” on it, DO NOT FORGET to replace the access card when leaving the station. The access code for the key safe is located on the NBB website under “Confidential Information”

2.6.1. The card reader is located on the gate post, press the card to reader and the gate will open.

2.6.2. Ride / Drive through the gate and it will close behind you.

2.6.3. Personal cars may be parked in the staff car park, DO NOT USE ANY RESERVED SPACES and please park considerately.

2.6.4. Personal bikes can be parked in the space vacated by the Blood Bike, which is located behind the left hand roller door.

2.7. Access to the building is via the pedestrian door at the right-hand side of the large roller doors, as you look from the car park.

2.7.1. The swipe card to gain entry is the same card you use to access via the main gates.

2.7.2. Enter the large Garage space, the Blood Bike is parked in its designated space at the far end of the garage.

2.7.3. Bikes must enter the station via the rear roller door and exit via either the front or rear roller door.

Open and Close the roller door, using the Up/Down buttons next to the door.

2.8. The bike key is in the bike ignition, when returning the bike

**PLEASE MAKE SURE TO LEAVE THE KEY IN THE BIKE WITH THE STEERING LOCK OFF
AND IN NEUTRAL.**

3. Collection of the Shift Car

3.1. Follow the above instructions to gain access to the garage.

3.2. Situated at the far end of the garage you will find on the wall a key safe for the car key. This is situated next to the B.A. Room

3.3. The access code for the key safe is located on the NBB website under “Confidential Information”

4. Battery Charger

4.1. The battery charger is located on the bench within the B.A. Room. This should contain 3 spare batteries.

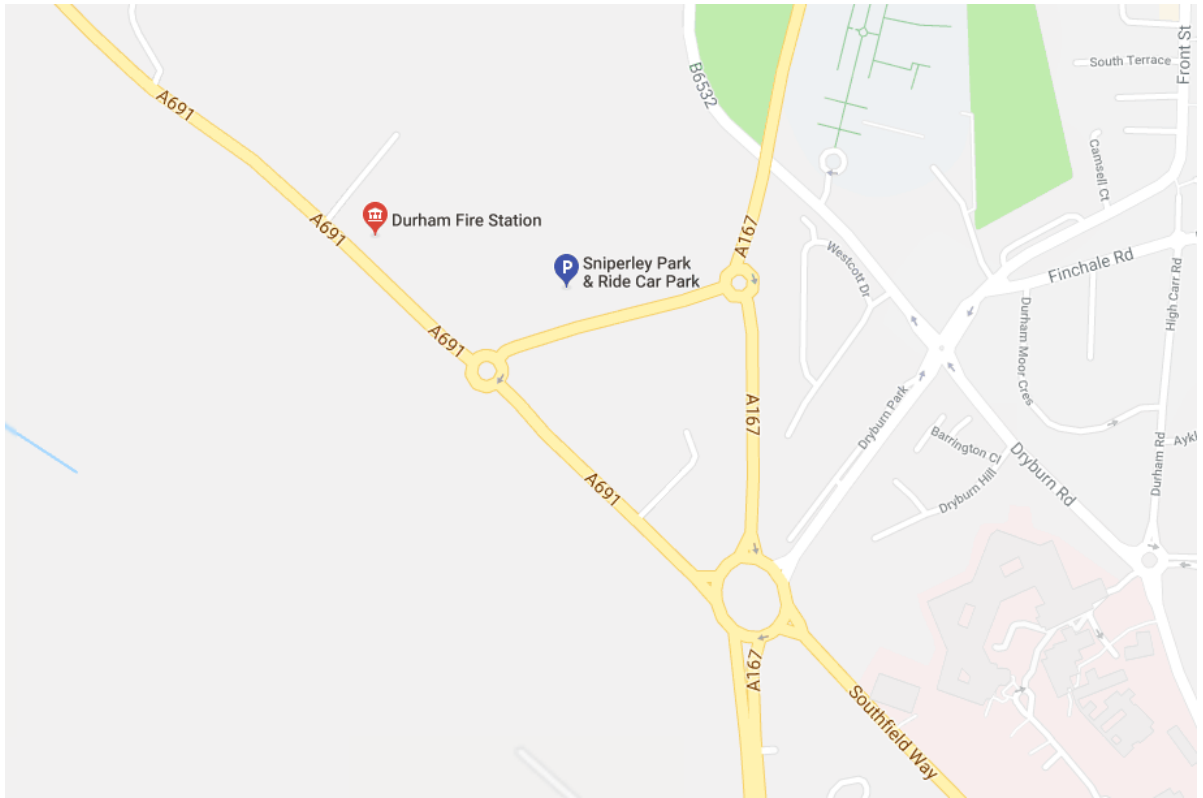
5. Site Security

5.1. BEFORE LEAVING ENSURE ALL DOORS YOU HAVE OPENED ARE CLOSED AND THAT THE KEY CARD IS RETURNED TO THE KEY SAFE, WITH THE KEY SAFE CODES SCRAMBLED.

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

6. Exceptions & Variations

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



**Northumbria Blood Bikes Procedure:
Access Arrangements for Sniperley Fire Station**

Version Control and History

Date	Version	Author:	Reason For Change
January 2019	1.0	Alan Johnson	First Version
November 2020	1.1	Jason Cooper	Revised Version Amended 2.7.3 Additional Information 3.1 - 3.2
May 2022	1.2	Jason Cooper	Amended 3.2 Additional Information 4.0 - 4.1
August 2023	1.3	Jason Cooper/Paul Curran	Periodic Review Additional sections 5 & 6 added.
August 2025	1.4	J Cooper	Periodic Review