



Type: Procedure	Northumbria Blood Bikes Access arrangements for South Shields Community Fire Station		
Owner:	Fleet Manager	Author:	Alan Johnson
Approved:	October 2019	By:	Executive Committee
Doc Ref	ROTA022	Version	1.2

A. Why do we need this Procedure

This Procedure sets out the requirements for the access to South Shields Community 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 bike or car from this location are 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 procedure 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:

South Shields Community Fire Station
John Reid Road
South Shields
NE34 8FS

- 2.2. South Shields Community 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. Please note you should not need to enter the main building at any time.
- 2.4. A video showing the access to this location, can be found on the below link <https://www.northumbriabloodbikes.org.uk/node/8150>
- 2.5. The station is located opposite the main entrance to the South Tyneside District Hospital (off A1300 - John Reid Road).
- 2.6. This station has a secure compound which is accessed via a controlled gate around the left-hand side of the building as shown below, the key safe is located on the rear of the door pillar beside the front door to the station.



- 2.6.1.** Open the key safe box and remove the gate access fob (Key safe code is available in NBB Confidential for those authorised to use it).
Lock the safe and scramble the code whilst using the fob to maintain security and DO NOT FORGET to replace the access fob when leaving the station.
- 2.6.2.** Head around the left-hand side of the building where you will locate a fob reader on a post in front of the gates, present the fob to lower area of reader and the gate will open.
- 2.6.3.** Ride/Drive through the gate and it will close behind you.
- 2.6.4.** Personal cars may be parked in the staff car park area circled in the map above, DO NOT USE ANY RESERVED SPACES and please park considerately.
- 2.6.5.** Personal bikes can be parked in the space vacated by the Blood Bike, which is in the double garage as you enter through the main gates.
- 2.7.** The Bike, Car key and Radio battery are in the double garage, access to this building is via the pedestrian door at the right-hand side of the building. Please note that the fob reader is located beside the pedestrian door.
- 2.7.1.** Once inside the garage you will find two Key Safe boxes as well as the battery charger located on a shelf near the light switch. This should contain 2 spare batteries.
- 2.7.2.** The Blood Bike is parked between the two appliance bays.
- 2.7.3.** To open the roller shutters you must first unlock the bolt located near the bottom of the door, then manually open the door via the chain at the side of the door. Remember to **close and bolt** the door once the bike has been removed/replaced.
- 2.8.** The bike or car key must be returned to the key safe box when the vehicle is returned.
- 2.9.** As this station is staffed 24 hours there is no need to activate/deactivate any security alarms.

3. Site Security

- 3.1** Please ensure the garage door is closed and bolted as in 2.7.3 above.
- 3.2** Before leaving the station ensure all doors/gates you have opened are closed and that the key fob is returned to the relevant 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.

4. Exceptions and variations

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

**Northumbria Blood Bikes Procedure:
Access arrangements for South Shields Community Fire Station**

Version Control and History

Date	Version	Author:	Reason For Change
September 2019	1.0	Alan Johnson	First Version
August 2023	1.1	Jason Cooper/Paul Curran	Periodic Review
August 2025	1.2	J Cooper	Periodic Review