



Type: Procedure	Northumbria Blood Bikes Access Arrangements to Spennymoor Fire Station		
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Approved:	December 2020	By:	Executive Committee
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A. Why do we need this Procedure

This Procedure sets out the requirements for the access to Spennymoor 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 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:

Enterprise Way Green
Lane Industrial Estate
Spennymoor
DL16 6YP.

- 2.2. Spennymoor 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. Go to main gate, you will see the key safe fixed to the right-hand gate post at approximately head height.
- 2.4. Open the key safe (The access code for the key safe is located on the NBB website under "Confidential Information"), remove credit card size Access Card. **DO NOT FORGET** replacement of the access card on exit from station.
- 2.5. Just below the key safe is a black pad, press card to pad and gates will open.
- 2.6. Ride / Drive through the gate and it will close behind you.
 - 2.6.1 Personal cars may be parked in the staff car park, **DO NOT USE ANY RESERVED SPACES** and please park considerately.
 - 2.6.2 Personal bikes can be parked in the space vacated by the Blood Bike, which is located behind the left had roller door.
- 2.7. Dismount and walk to the pedestrian access door on the right as you look at the building.
- 2.8. At the door locate the black pad (as on main gate) press card to it, door unlocks.
- 2.9. Enter the large Garage space, the Blood Bike is parked in its designated space at the far end of the garage.
- 2.10. 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.
- 2.11. 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. When collecting the car please park in the space vacated by the shift car located to the rear of the compound within the parking bays.



3.3. On the wall of the second garage you will find located on the wall a key safe. The access code for the key safe is located on the NBB website under “Confidential Information”

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

4. Battery Charger

4.1 The battery charger is located on the floor next to the central door pillar. 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 and Variations

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

Link to Station Website

<https://www.ddfire.gov.uk/spennymoor-community-fire-station>

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

Version Control and History

Date	Version	Author:	Reason For Change
April 2015	1.0	Chris Mitchell	First Version
November 2020	2.0	Jason Cooper	Revised Version
September 2022	2.1	Jason Cooper	Amendments to 2.12.2 & 2.112.3
August 2023	2.2	Jason Cooper/Paul Curran	Added Sections 4, 5 & 6
August 2025	2.3	J Cooper	Periodic Review