



Type: Procedure	Northumbria Blood Bikes Access Arrangements to Swalwell Fire Station		
Owner:	Fleet Manager	Author:	Paul Curran
Approved:	March 2026	By:	Executive Committee
Doc Ref	ROTA024	Version	1.0

A. Why do we need this Procedure

This Procedure sets out the requirements for access to Swalwell Fire Station to collect and return the Hexham Run Car & Events vehicle.

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

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. Exceptions and Variations

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

2. Purpose

- 2.1 This is an interim arrangement to allow the training tower in West Denton Fire Stations yard to be demolished which requires the yard to be cleared of all vehicles.
- 2.2 This access procedure only affects the 4 wheel vehicles, the Hexham bike will remain at West Denton.

3. Operational Times

- 3.1 The arrangement operates seven days per week, 365 days per year.

4. Access Arrangements

- 4.1 The station address is:

Swalwell Community Fire Station
Market Lane
Swalwell
NE16 3DZ

- 4.2 Directions can be found on the below link

<https://www.northumbriabloodbikes.org.uk/ops/location/SwalwellFireStation>

- 4.3 If approaching from the North on the A1 Western bypass, take the slip road for the Metro Centre, stay in the right hand lane and turn right at the top of the slip road traffic lights. Then proceed straight through the next set of traffic lights (at the top of slip road for Northbound A1 Traffic). Turn right at next roundabout and the fire station is approx. 200 metres down 'Market Lane' on your right.

If approaching from the South on the A1 Western bypass, again take Metro Centre slip road, stay in left lane and turn left at traffic lights, then right at next roundabout. Fire station is on your right about 200 metres.

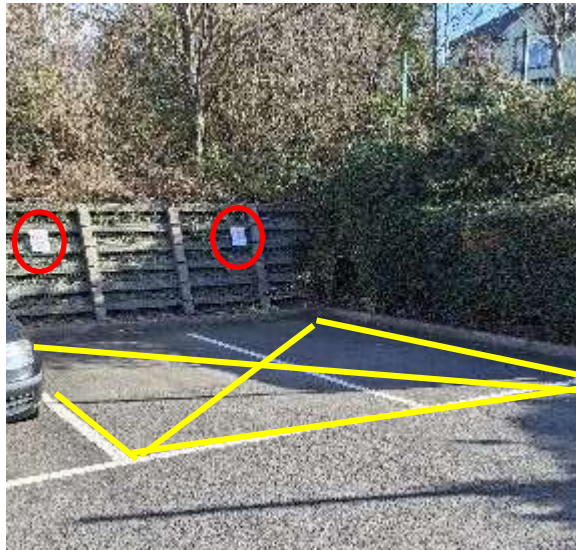
- 4.4 Proceed around the back of the Fire Station to the secure car park which is located inside the fenced compound.

- 4.4.1 To access the compound, a NEAS key box is located on a pole to the right side. Insert your NEAS key and turn it to the **right** to activate the automatic gate. The key can be released once the gate begins to open. The gate will automatically close behind you after a pre-set time.



4.4.2. When you exit the compound, this gate should automatically trigger on approach. If it doesn't, there is a 'Green' open gate button on the right-hand pole.

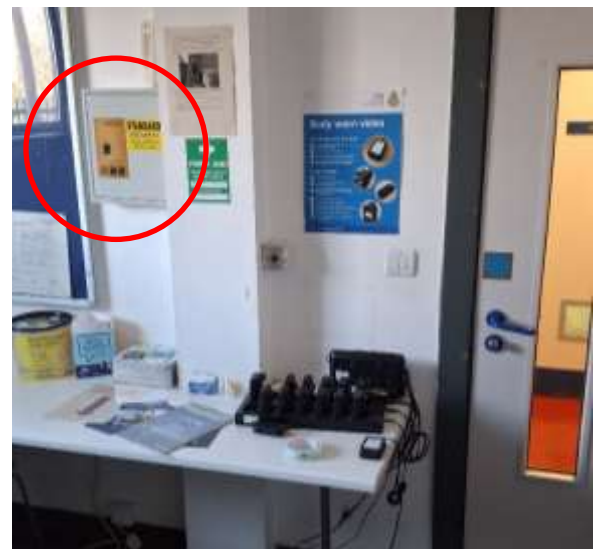
4.4.3. The NBB vehicles are located in the very far left corner of the yard adjacent to the front perimeter fence. NBB signage is in place to reserve these spaces.



4.4.4. Personal vehicles may be parked in the same location as the NBB vehicle in use to ensure the parking space is secured. Personal bikes can also be parked in these spaces but it's the rider's responsibility to secure them. The Fire Service takes no responsibility for damage or theft of or from personal vehicles.

PERSONAL BIKES CANNOT BE PARKED INSIDE THE APPLIANCE ROOM AS THIS STATION ALSO OPERATES A NEAS EMERGENCY AMBULANCE.

4.4.5. To access vehicle keys, there is a NEAS office within the fire station main building located through the door (via a NEAS key box) adjacent to the main entry gate. The office is through the second set of doors past the stairwell and first right signed 'NEAS Main Office'. Vehicle keys are located in the NEAS key box on the wall.



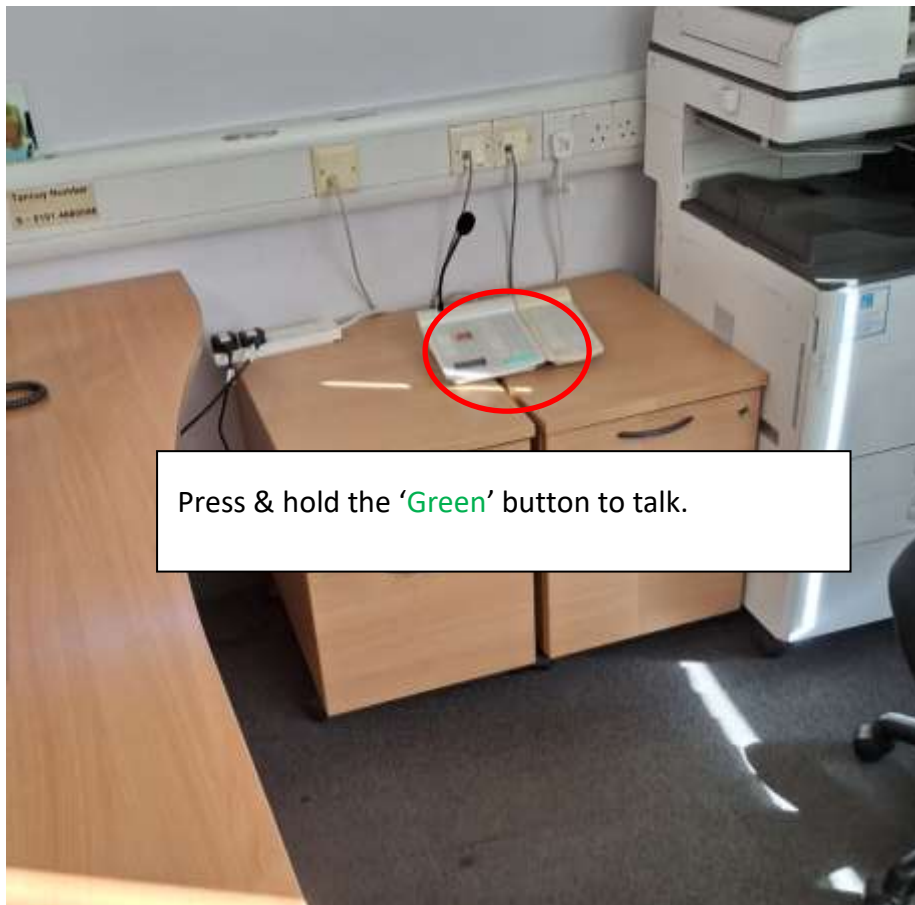
4.4.6. The battery charger is located on the desk adjacent to the printer and marked accordingly as 'NBB property'.

4.4.7. The NEAS station 'signing in' log should also be completed as with other NEAS locations we use.

5. Site Restrictions

5.1. If NBB personnel require to use the toilet then they are situated within the locker rooms just past the NEAS crew room ('male' & female on the right marked 'locker room'). Be aware these are Fire Service staff locker rooms so please be courteous to others if occupied.

5.2. If an NBB member needs to contact a member of fire personnel and fire appliances are **on site**, the watch office is located further down the corridor past the front lobby area on the right marked 'General Office'. If no personnel are in the office, use the station tannoy to ask a member of staff to attend the office (See below).



5.3. There is no reason for NBB personnel to enter other areas of the station unless accompanied by a member of Fire staff.

- 5.4. The jet wash facility located in the small roller shutter cabinet under the rear appliance room canopy can be used by NBB members. Select the 'On/Off' to the right of the washer and use as required. Be mindful of the time of night when using it so as not to disturb on duty personnel.

PLEASE ENSURE THE WASHER IS SWITCHED 'OFF' AFTER USE AND CLOSE THE ROLLER SHUTTER IF FOUND CLOSED INITIALLY.

SAFETY GLASSES MUST BE WORN AS PART OF THE FIRE SERVICE RISK ASSESSMENT, GLASSES WILL BE PLACED IN THE HEXHAM CAR & EVENTS VAN FOR THIS PURPOSE.



6. Site Security

- 6.1. Please ensure vehicle keys are returned to the NEAS key box.
- 6.2. Any member accessing the station for any reason is required to sign 'In' and 'Out' of the station on every visit using the NEAS log situated in their main office.
- 6.3. Before leaving the station ensure all doors you have opened are closed, all keys are placed in their relevant key safe boxes, with the key safe codes scrambled.
- 6.4. If a member encounters any issues with station security and fire personnel are not on station, then they should report it to either HQ reception or the main fire control room on 0191 4441500 (daytime & out of hours contact number), stating who you are and what the issue is so that action can be taken.
- 6.5. Under no circumstances should NBB personnel leave the station un-secured and without reporting it. Do not report to NEAS staff as it's unlikely to be actioned.
- 6.6. Any station defect that affects NBB's ability to operate from the site should also be reported to Fleet using the 'Report a problem' tool in the Members tab of the website. Use the 'Vehicle Fault' option and clearly state what the issue is so it can be rectified as soon as practicable.

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

**Northumbria Blood Bikes Policy:
Access Arrangements to Swalwell Fire Station**

Version Control and History

Date	Version	Author:	Reason For Change
March 2026	1.0	Paul Curran	First Version