Type: Procedure	Northumbria Blood Bikes Access Arrangements to West Denton Fire Station (Events Vehicles only)		
Owner:	Fleet Manager	Author:	Jason Cooper
Approved:	August 2023	By:	Executive Committee
Doc Ref	ROTA021(i)	Version	1.3

A. Why do we need this Procedure

This Procedure sets out the requirements for access to West Denton Fire Station to collect and return the Events Vehicles.

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

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:

West Denton Fire Station
West Denton Way
West Denton
NE5 2RB

2.2. Directions can be found on the below link
https://www.northumbriabloodbikes.org.uk/node/5084

Be aware the associated video is currently 'out of date'

2.3. Heading Westbound on A69, take the same slip road as you do for Blucher Ambulance Station but take 4th exit at the top of the slip road onto Hillhead Road. Then take the 3rd road junction on the right onto West Denton Way, the Fire Station is approximately 100 metres on your right off Milecastle Court.

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

2.4.1. Personal cars are required to be parked **outside** the fenced compound in the parking spaces provided. This area is covered by CCTV. This reduces the burden on the operations of the station where several personal cars may arrive on site.

2.4.2. To access the compound to obtain vehicle keys, a marked up key safe is located by the pedestrian gate to the left which contains the security fob that will open the pedestrian gate (see photo below).



2.4.3. **IMPORTANT: ONCE YOU HAVE OBTAINED THE FOB WHICH WILL ALSO BE REQUIRED TO ACCESS THE FIRE APPLIANCE BAYS FOR VEHICLE KEYS, THE KEY SAFE BOX MUST BE CLOSED AND THE CODE SCRAMBLED TO PREVENT ANY BREACH OF SITE SECURITY (BY LEAVING THE KEY CODE EXPOSED TO MEMBERS OF THE PUBLIC WHILST THE FOB IS BEING USED).**

2.4.4. There should no reason to activate the rear vehicle gate access but if this required please ensure you place the fob on the yellow spot of the gate swipe pad.

2.5. Once inside the compound, access to the fire appliance bays is via the fob controlled pedestrian door at the left-hand side of the large roller doors, as you look from the car park.

2.5.1. The fob to gain entry is the same fob that operates the outer gates.

2.5.2. The key safe containing the vehicle key is located on the right-hand rear wall within the appliance room by the key locked single glass door (underneath the Hexham vehicle key boxes – see picture in 4.2)).

2.5.3. Spare Radio batteries are located by the front roller shutter door.

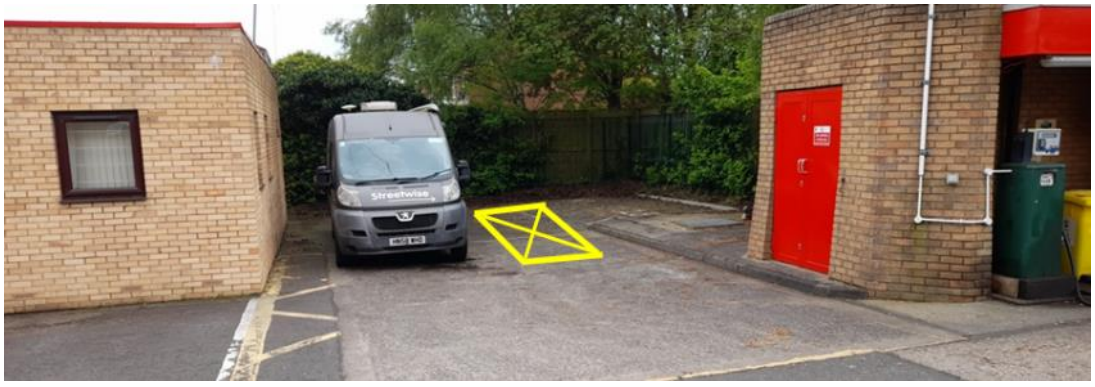
2.5.4. All members are required to sign in (See 4.2).

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

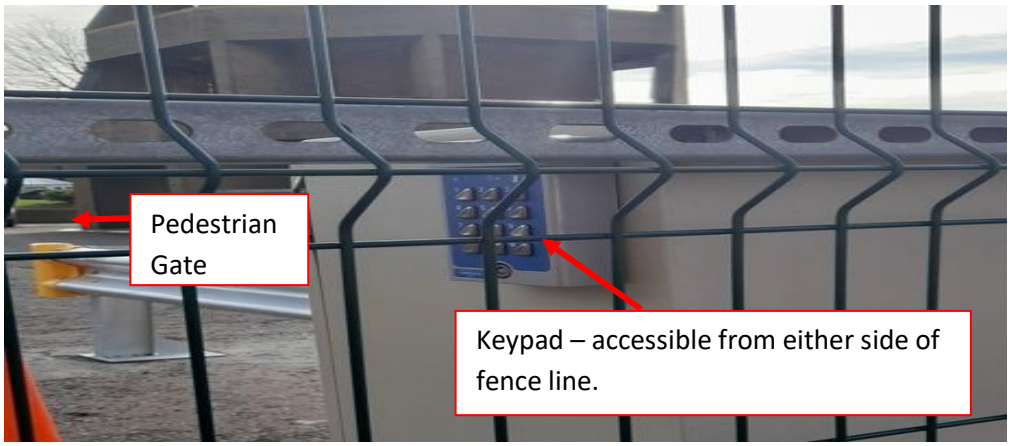
2.7. The access codes for all the key safes are within the NBB website under the "NBB Confidential Information". These codes can change regularly so please make sure you are aware of them. The code for all key safe boxes will be the same.

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

2.9. The Events vehicle is located outside the fenced compound in a designated secluded parking bay as indicated within the photo below. The vehicle must always be left parked in the marked area below with enough space left for an additional community vehicle that often parks there (as per photo). If the designated parking area is for any reason not available, contact the Fleet Manager immediately to arrange for the situation to be resolved. In this situation, park the vehicle in another marked bay but it must be reported to Fleet.



2.10. When entering the station, if for any reason the rear vehicle or pedestrian gates will not open on the fob, there is a manual override facility fitted to the side of the gate control box located on the fence line between the pedestrian and vehicle gates (see photo over page). This is a manual push button keypad and the code is located in NBB Confidential under 'Keypad' rather than 'Key safe'. **N.B. The code for the keypad is different to the key safes as this is under the control of the Fire Service.**



3. Site Restrictions

3.1 Due to changes to the station layout, toilet facilities are not immediately available as was previously the case. If NBB personnel require to use the toilet then they should approach a member of Fire Staff (if available) who will escort personnel to ensure they don't become locked behind fob-controlled doors. Should this option not be available, there is a Morrisons & McDonalds located on West Denton Way.

3.2 The same applies to the front lobby area of the station which can be accessed via the appliance room but is fully fob-controlled and once inside the lobby area the only exit door is the front station door and then walk all the way around to the rear of the station (unless a member of staff is available to assist). **There is no reason why NBB personnel should ever need to enter this area of the station.**

3.3 If an NBB member needs to contact a member of fire personnel and fire appliances are on site, the watch office is located through the left-hand door of the appliance room (which is not fob controlled). The watch office is located in the first right side passageway.

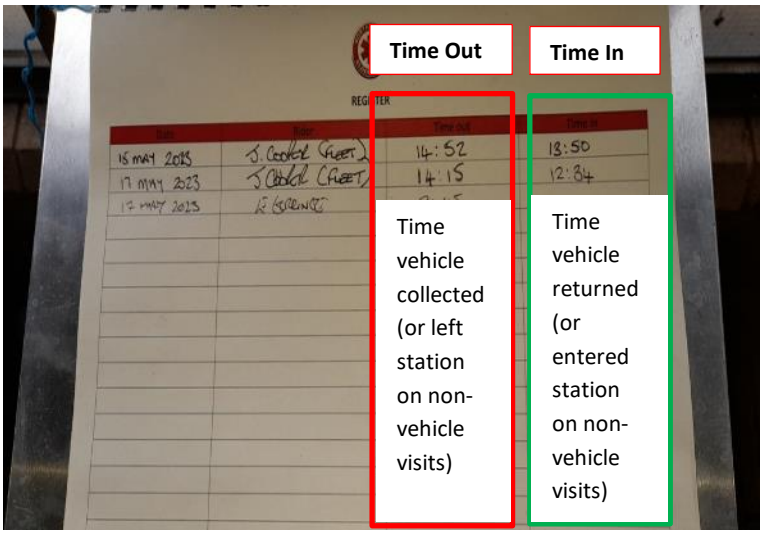
3.4 The jet wash facility under the rear canopy is not to be used by NBB members due to health & safety restrictions placed on us by station management. If vehicles require washing off, then please drop into Blucher Ambulance Station to use their facilities.

4. Site Security

4.1 Please adhere to paragraph 2.4.2 at all times to ensure the key safe code is never exposed to any non NBB personnel or members of the public.

4.2 Any member accessing the station for any reason is required to sign 'In' and 'Out' of the station on every visit using the NBB log situated on the lectern adjacent to the vehicle key boxes. The log is primarily designed for vehicle collection hence the 'Time Out' column before 'Time In'. Any non-vehicle collection visits just use the columns appropriately to sign 'In' and 'Out' (see below).





4.3 Before leaving the station ensure all doors you have opened are closed, all keys & fobs are placed in their relevant key safe boxes, 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.

4.4 If a member encounters any issues with station security and fire personnel are not on station, then they should report it to the main fire control room on 0191 4441500, stating who you are and 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 to Fire Control.

4.5 Any station defect that affects our 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.

5. Exceptions & Variations

5.1 There are no variations or exceptions.

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Access Arrangements to West Denton Fire Station
(Events Vehicles only)

Version Control and History

Date	Version	Author:	Reason For Change
August 2023	1.0	Jason Cooper / Paul Curran	First Version
December 2023	1.1	Jason Cooper/Paul Curran	Removed Variation in 5.1 following new key box location
March 2024	1.2	Jason Cooper/Paul Curran	Added sub sections 2.10 & 4.5
December 2024	1.3	Jason Cooper/Paul Curran	Added 3.4 – jet wash restrictions