



Procedure:	Northumbria Blood Bikes Access Arrangements for Blucher Ambulance Station		
Owner:	Fleet Manager	Author:	Jason Cooper
Approved:	October 2022	By:	Executive Committee
Doc Ref	ROTA105	Version	1.3

A. Why do we need this Procedure

This Procedure sets out the requirements for access to Blucher Ambulance 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.

All NBB riders and drivers must be familiar with the information 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 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 station address is:

6 Hawthorn Terrace,
Blucher.
Newcastle upon Tyne. NE15 8JQ.

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

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

- 2.3. Heading Westbound on A69 from A1 roundabout, take the first slip road for Lemington. Take 2nd exit at the top of the slip road for Blucher & Walbottle on B6528. At Blucher, the Ambulance Station is the last entrance on the right before leaving Blucher. This station has a fenced compound shared with a bus company (who occupy the left side of the property). The NBB vehicles are parked in the last row at the top end of the staff car park (adjacent to A69 embankment).
- 2.4. Personal cars may be parked in the same spaces as the NBB vehicles so as to secure that space at the end of the shift (this car park is busy during daytime hours). Please park considerately within the marked bays.
- 2.5. The front area of the station has a separate gate-controlled compound which is used exclusively for parking Patient Transport vehicles, **under no circumstances** should you park either personal or NBB vehicles in this area.
- 2.6. Access to the building is via the front door to the station within the compound in 2.5 above. Your personal station key will gain entry into the station. As this station is staffed 24 hours there is no need to activate/deactivate any security alarms.
- 2.7. The main office is located around to the left of the entrance corridor. The key safe is mounted on the wall by the window again accessed by the station key. Our keys are marked with NBB tags.
- 2.8. Ensure you lock the key safe and then fill in the NEAS station log book on the adjacent table to indicate that you have been on the station and the reason why.
- 2.9. There is also an NBB battery charger which should contain at least 1 spare radio battery.
- 2.10. The front door is self-locking but ensure it has fully engaged on your exit.

3. Completion of shift

- 3.1. Return the vehicle to the rear parking bays. There is a jet wash facility at the rear of the main garage adjacent to where we park. To operate this, press the 'green' button on the left side of the washer. The gun has low and high pressure triggers to enable wash detergent to be dispensed (if available). There are also brushes to use as required.
- 3.2. The jet washer will cut out automatically after a fixed time however after use please shut it off with the 'red' button to avoid unnecessary noise (especially at night)

3.3. Return the keys as in 2.7 above and sign out in the station log book.

4. Site Security

4.1 Ensure NBB vehicles are fully locked and keys are returned to the main office key safe as in 2.7 above along with any used batteries.

4.2 Ensure the main building door is locked on exit.

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

5. NEAS key security

5.1 This key is issued to members with the expectation that it will be kept secure and used responsibly given the trust that NEAS place on us and the potential security risk that such a key poses should it be lost.

5.2 Therefore, in the event of a key being lost, it should immediately be reported to Committee on Call (0191 3643036) followed up by a written report after all efforts have been made to locate the key.

5.3 The member concerned is then duty bound to contact the Police, explaining the circumstances and the severity of such a loss and acquire a crime number which is policy for all NEAS staff in similar circumstances. Investigation into the key loss will be conducted by both ourselves and a designated NEAS officer to ascertain if security has been compromised and put into place measures to help prevent future loss.

6. Exceptions & Variations

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

Northumbria Blood Bikes Definition:
Access Arrangements to Blucher Ambulance Station

Version Control and History

Date	Version	Author:	Reason For Change
Oct 2022	1.0	Paul Curran	First Version
July 2023	1.1	Jason Cooper/Paul Curran	Proc Owner change
August 2023	1.2	Paul Curran	Added std sections 4 & 5
June 2025	1.3	Paul Curran/Sean Storey	Added new section 5