



<b>Type:</b> Procedure	<b>Northumbria Blood Bikes</b> <b>Access arrangements for Netherby Drive Ambulance Station</b>		
<b>Owner:</b>	<b>Fleet Manager</b>	<b>Author:</b>	<b>Jason Cooper</b>
<b>Approved:</b>	<b>August 2023</b>	<b>By:</b>	<b>Executive Committee</b>
<b>Doc Ref</b>	<b>ROTA100</b>	<b>Version</b>	<b>1.1</b>

**A. Why do we need this Procedure**

This Procedure sets out the requirements for access to Netherby Drive 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.

Any person using a bike 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 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

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

## 2. Access Arrangements

### 2.1 The Ambulance Station address is:

Netherby Drive  
Fenham  
Newcastle Upon Tyne  
NE5 2RS

### 2.2. From A1 north or south, exit at Westerhope roundabout and take B6324 Stamfordham Road towards City Centre. At the 2<sup>nd</sup> roundabout, turn right onto A191 Silver Lonnen, then 1<sup>st</sup> left onto Netherby Drive. Proceed up towards the traffic lights at the junction with Two Ball Lonnen with the entrance to Netherby Ambulance Station being on the left around 20 metres before the traffic lights.



The station has a secondary car access around the corner on Two Ball Lonnen taking a left at the above traffic lights. The entrance is around 100 metres on the left.

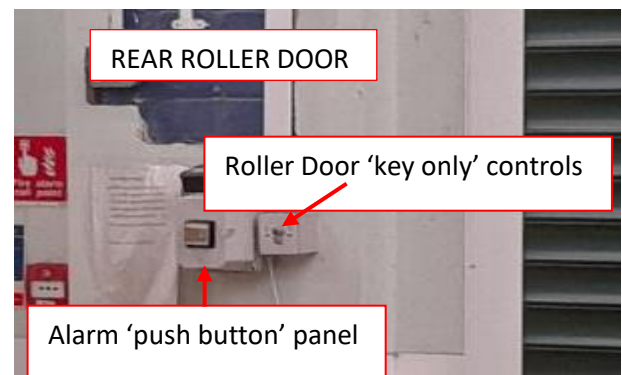
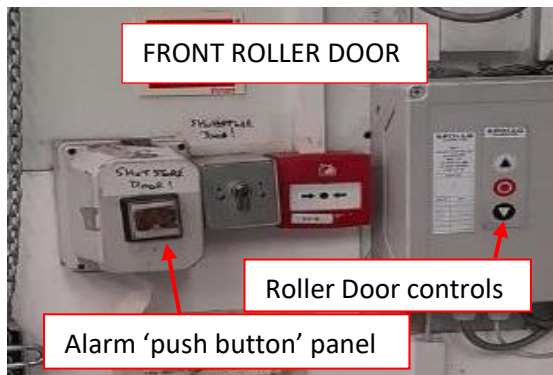


If proceeding from the City Centre, proceed up the A167 Central Motorway. At the major traffic junction at Cowgate, keep in the extreme left lane and take the exit for B1305 Fenham & Benwell. Proceed towards the traffic light junction with Netherby Drive as described above, the car access being around 100 metres prior to the traffic lights. For the bike entrance, turn right at the traffic lights with the entrance being around 20 metres on the right.

### 2.3. Videos showing access & exit for this location, can be found in Operations/Locations;

[https://www.northumbriabloodbikes.org.uk/ops/locations/Netherby\\_Drive\\_Ambulance\\_Station](https://www.northumbriabloodbikes.org.uk/ops/locations/Netherby_Drive_Ambulance_Station)

- 2.4. As there is no outer secure compound personal bikes may be parked in the spaces occupied by the NBB bikes. Please park considerately within the designated areas. Personal cars can be parked either in the Netherby or Two Ball Lonnen entrance parking area where space is available. The station has a pedestrian access from the Netherby Drive entrance with Two Ball Lonnen being via the main roller shutter door (key pad located to right of door).
- 2.5. Station pass keys operate both the access entrances and the station alarm system (where set). See 2.3 – entry/exit videos for further instruction.



- 2.6. The alarm system is seldom used through the day as the station is staffed however at night it may be set. **For our purposes, if the alarm is set on entering, then reset on exiting. If switched off then leave off.**
- 2.7. The vehicle key boxes are located adjacent to the bikes with each marked accordingly.
- 2.8. Ensure you lock the key box and scramble the combination after accessing the keys, then fill in the NEAS station log book located within the Station Office which is to the right as you enter from the pedestrian door off Netherby Drive, then turn right again.
- 2.9. There is also an NBB battery charger which should contain 2 spare radio battery. It is located on the computer desk within the crew restroom accessed behind the bikes.
- 2.10. Ensure all doors are locked before leaving the site and if the alarm has been set, ensure the audible alarm has stopped before setting off.

### 3. Station facilities

- 3.1 The station does have crewrooms that we can utilise however there should be no requirement other than to use toilet facilities which can be found to the left of the Station Office corridor as described in 2.8 above.

#### 4. Completion of shift/Site Security

- 4.1. Return the bike to its designated area, ensuring they are in line against the wall and not parked side by side which prevents NEAS vehicles being parked in this area.



- 4.2. If using the 'small' bike, ensure the battery charge lead is plugged back in & switched on at the wall to maintain good battery levels (green light will show on charger).



- 4.3. Return the key to the appropriate key box ensuring it is locked and scrambled.
- 4.4. Sign out in the station logbook.
- 4.5. Exit the station ensuring all doors are locked and set the alarm if you found it set on entry.

**Remember, we are trusted partners with the Ambulance Service so please ensure station security is maintained at all time.**

## **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 and Variations**

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

**Northumbria Blood Bikes Procedure:  
Access Arrangements for Netherby Drive Ambulance Station**

**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
July 2023	1.0	Jason Cooper/Paul Curran	First Version
June 2025	1.1	Paul Curran/Sean Storey	Amended section 4.1 & 4.2 Added section 5 – NEAS key security