Type: Procedure	Northumbria Blood Bikes Access Arrangements to North Shields Ambulance Station		
Owner:	Fleet Manager	Author:	Ronnie Paton
Approved:	May 2018	By:	Executive Committee
Doc Ref	ROTA102	Version	1.4

A. Why do we need this Procedure

This Procedure sets out the requirements for access to North Shields 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 or car 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. Aim of Procedure

1.1. This procedure is to enable drivers/riders to collect a car or bike from North Shields Ambulance station in the smoothest manner possible.

1.2. This procedure will ensure all stipulations laid down by NEAS for the use of this base are adhered to.

2. Location

2.1. The North Shields Ambulance Station address is:

Hawkey's Lane,
North Shields.
NE29 0SF.

2.2. A NEAS key is required to access both the site and the station building.

2.3. A video showing the access to this location, can be found on the below link https://www.northumbriabloodbikes.org.uk/ops/locations/North Shields Ambulance Station

3. Operational Times

3.1. This arrangement operates seven days per week, 365 days per year.

4. Access Arrangements

4.1. This station has a secure compound, access using NEAS key in gate key switch (turn right and release to open). Gate closes automatically after around 30 seconds.

4.1.1. Personal cars & bikes may be parked in the staff car park at the left side of the building, please park considerately.

4.1.2. **NO PERSONAL CARS OR BIKES TO BE LEFT INSIDE THE GARAGE.**

4.2. Entry to the Station is preferably by the main door to the right of the single garage. If the alarm sounds on entry, a NEAS key box adjacent to the alarm panel will cancel the alarm by turning key to the right until alarm is silenced (ALARM IS NOT REGULARLY USED AS CREWS ARE IN AND OUT ON A FREQUENT BASIS).

4.3. Proceed to the right into the Station Office where the 'signing in' book and spare batteries/charger can be found.

4.4. Then turn right from Station Office and proceed into main crew restroom. A key box is located on the left-hand wall, accessed again by the NEAS key where the NBB vehicle keys are stowed.

4.5. From the crew restroom turn right, passing toilets on the right and proceed into garage area where the car and bike are parked within the marked parking bay with the bike parked at the rear of the car (see video as in 2.3 above).

Please note as of 14th February 2024 the N Shields car is no longer parked within the garage and must be parked outside within the compound car park.

4.6. To exit the garage, use the key operated door switch to the right of the roller shutter door. Turn the key to the right and hold until door is fully open.

4.7. If the station alarm was set on arrival, then reset it on exiting the building. Press and hold the alarm 'set' button located to the left of the roller shutter door until the alarm tone sounds. If leaving by the main front door, a similar button is adjacent to the alarm 'unset' key box as in

4.2 above.

4.8. To close the garage roller door, use the external NEAS key box to the left of the roller door (as you look at it), turning and holding the key in the left position until the door is closed.

4.8.1. The rollers doors are manual and **MUST** be closed after leaving the building.

4.9. The outside car park is covered by 24-hour CCTV.

5. Standard NEAS Regulations

5.1. The station should be left as you found it, if the alarm is set when you arrive, then reset it when you leave, if the alarm is not set then leave without setting it.

5.2. The station log book must be signed with the date and time of each visit. The log book is situated in the station office, (not the one in the crew room) - see 4.3 above.

5.3. If you accidently set off the alarm, then ring 0191 4302462 and state who you are to enable a reset to be carried out.

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

6. NEAS key security

6.1 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.

6.2 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.

6.3 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.

7. Exceptions and Variations

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

Northumbria Blood Bikes Procedure: Access Arrangements to North Shields Ambulance Station			
Version Control and History			
Date	**Version**	**Author:**	**Reason For Change**
October 2017	1.0	Steve Rawlings	First Version of Access to North Shields Ambulance Station
May 2018	1.1	Ronnie Paton	Changed parking location for car
August 2023	1.2	Jason Cooper/Paul Curran	Periodic review
February 2024	1.3	Jason Cooper	Updated section 4.5
June 2025	1.4	Paul Curran/Sean Storey	Added new section 6