

Procedure:	Northumbria Blood Bikes Procedure: Access Arrangements for Backworth Ambulance Station		
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Approved:	15th December 2016	By:	Executive Committee
Doc Ref	ROTA101	Version	1.0

A. Why do we need this Procedure

This document sets out the access procedures for Backworth Ambulance Station.

B. Who is Responsible for this Procedure

The Rota 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

The procedure will be reviewed a maximum of one year following its approval.

D. How will changes be notified

The latest version of the policy 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. Aim of Procedure

- 1.1.** This procedure is to enable drivers or riders to collect a car or bike from Backworth Ambulance station.
- 1.2.** This procedure sets out the stipulations laid down by North East Ambulance Station for the use of this base. Members should remember we are the guests of NEAS and must follow their rules at all times when on site.

2. Location

- 2.1.** The Backworth Ambulance Station is located at Parkside House, Station Road, Backworth. Postcode is NE27 0AB.
- 2.2.** There are no restrictions to the site itself, from the road. Access to the building is protected. A NEAS key is required to access the building.

3. Operational Times

- 3.1.** The Backworth Ambulance Station is accessible 24 hours per day, 365 days per year.

4. About this station

- 4.1.** The keys for the bike and the car will be kept in the key safe within the station. There is no code required for the key safe, it is operated with your NEAS key. The key safe^G is located on the right hand wall as you enter the station from the side pedestrian entrance, it's situated just before entering the rest room.
- 4.2.** The battery charger^H for the bike radio is in the station office, this is the first room on your left entering from the pedestrian entrance. Please note this charger is for the bike radio handset only, there is an in-car charger for the car radio handset.
- 4.3.** The station alarm can be deactivated or activated by the key box^A on the wall as you walk in through the pedestrian entrance, turn the key clockwise and hold for few seconds until you hear the tone change.
- 4.4.** The outside car park is covered by 24-hour CCTV
- 4.5.** This station has a rest room. We are permitted to use it. Please remember, any NEAS staff present are on shift and disturbance should be kept to a minimum.

5. Access Arrangements

5.1. On Foot

- 5.1.1.** As you enter the site from station road there is a vehicle exit door straight ahead. The pedestrian access door and vehicle entry door are on the left hand side of the building as you enter the site.
- 5.1.2.** There is a lock on the pedestrian entry door. Your NEAS key needs to be inserted and turned clockwise to unlock the door.
- 5.1.3.** Once inside there is another key lock^A on your right hand side. If the alarm is sounding, enter your NEAS key, turn clockwise and hold until the audible alarm (and the alarm) is deactivated.
- 5.1.4.** On the left as you entered the building there is a station office. This office houses the visitors book (which must be signed whenever you use the ambulance station), the key-safe^G (operated by your NEAS key) and the batteries and charger^H for the Andromeda radio equipment.
- 5.1.5.** Further into the ambulance station and on the right hand side is the entry to the vehicle bay.
- 5.1.6.** If leaving the station on foot, leave via the pedestrian access door. If the station is vacant set the alarm as you leave by inserting your NEAS Key into the key switch^A by the door, turn clockwise and wait for the audible warning to sound. Leave the building, close the door, and wait for the audible warning to stop.

5.2. With Motorcycle

- 5.2.1.** Enter the building using the vehicle entry door. The key lock^B is used to open the door and the key lock^C inside the building must be used to deactivate the alarm if it sounds.
- 5.2.2.** Use the door controls^D to close the vehicle entry door. This must be done manually, the door will not close automatically.
- 5.2.3.** Once the motorcycle is inside, take it to the blood bike parking bay which is near the exit door to the right hand side. If you have brought your own motorcycle, it may be left where the Blood Bike is parked. If you come in your own car, it must remain outside.
- 5.2.4.** Remember to sign the visitors book in the station office.
- 5.2.5.** To leave the station open the exit roller-shutter door using the push buttons^E to the left of the door. Take the motorcycle outside, and return to close the door.
- 5.2.6.** If the alarm needs to be set it can be done from the exit door by pressing the square grey button^F to the side of the door. The audible alarm will sound.
- 5.2.7.** Close the exit door using the push-buttons^E. Be careful to do this by reaching inside the station without breaking the sensor beam (at shin level) to make sure the door can close. If the alarm is set wait until the audible alarm stops sounding.

5.3. With Car

- 5.3.1.** Neither the blood car, or your own car are allowed in the vehicle bay.
- 5.3.2.** The blood car should be parked in the outside parking area, to the left of the old trailer.
- 5.3.3.** Your own car should be parked considerately in the outside parking area, or left in place of the blood car.
- 5.3.4.** Enter the station on foot, as above, sign in, and retrieve or return the blood car keys as appropriate.

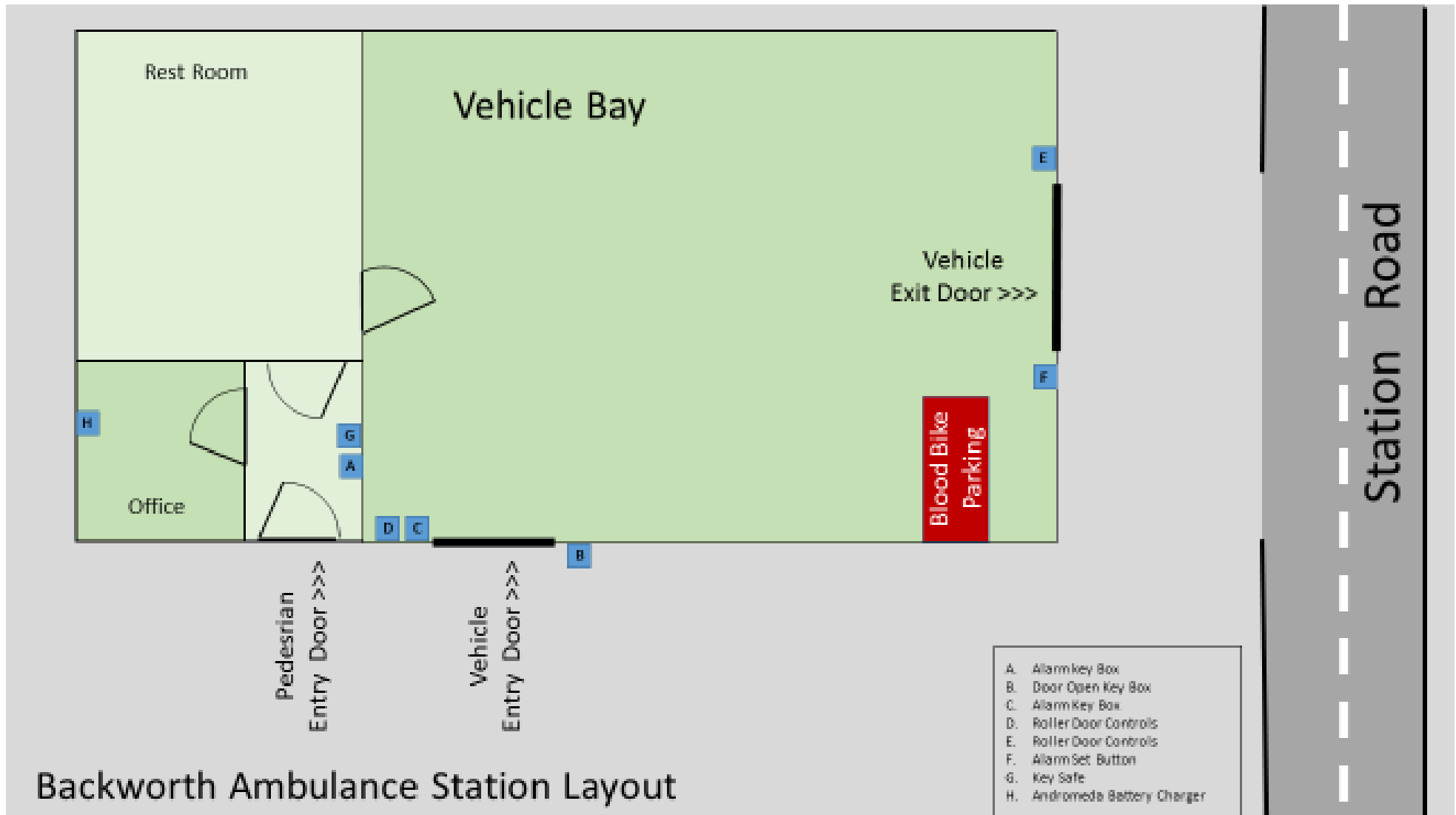
6. Standard NEAS Regulations

- 6.1.** 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.
- 6.2.** The station log book should be signed with the date and time of each visit.
- 6.3.** If you accidentally set off the alarm then ring 0191 4302462 and state who you are.

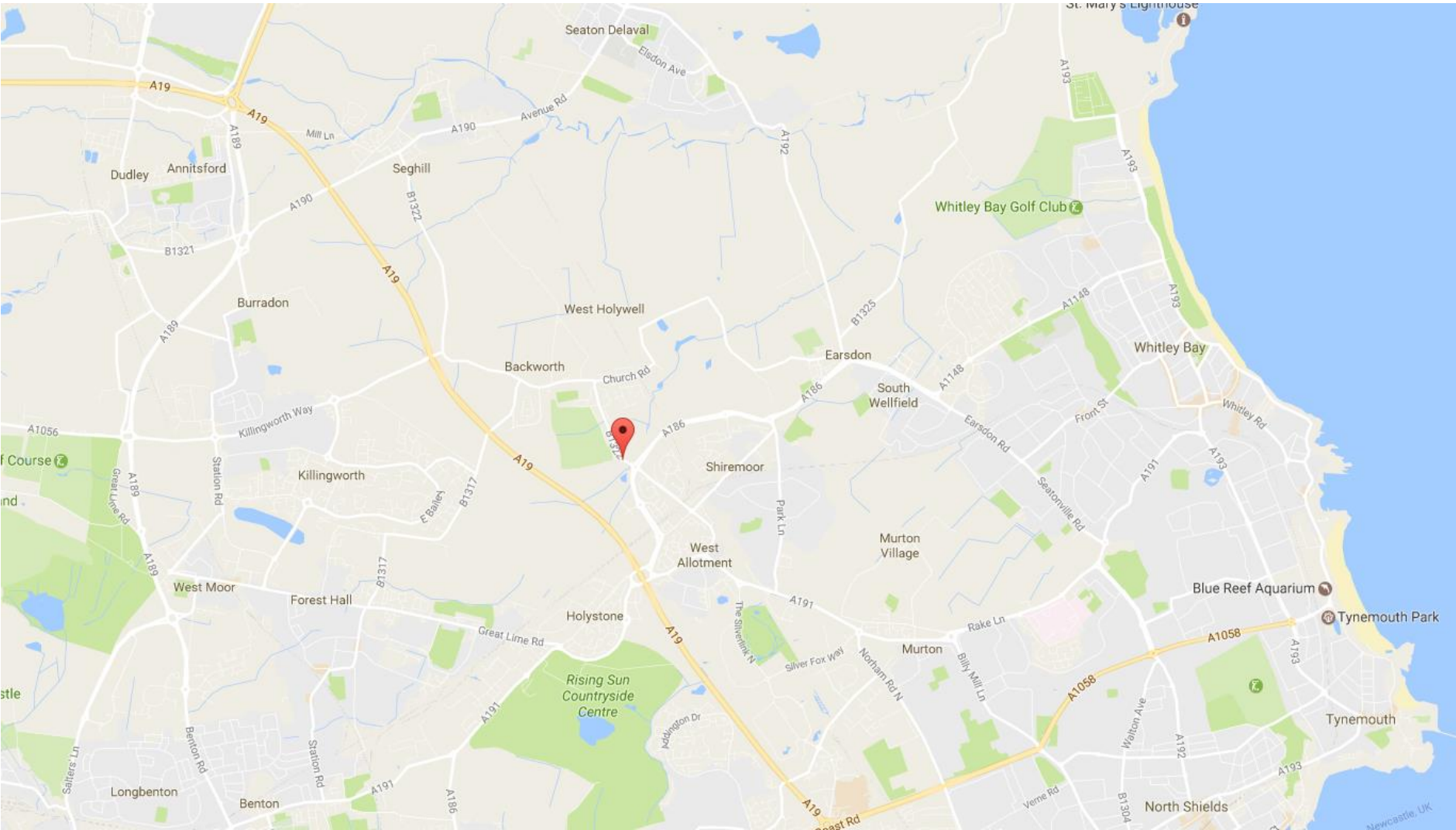
7. Exceptions and Variations

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

Appendix A – Station Floorplan



Location Map - Backworth Ambulance Station



**Northumbria Blood Bikes Procedure:
Access to Backworth Ambulance Station**

Version Control and History

Date	Version	Author:	Reason For Change
Dec 2016	1.0	Steve Rawlings	First Version of Access to Backworth Ambulance station