



<b>Procedure:</b>			
<b>Northumbria Blood Bikes Procedure: Access Arrangements to North Shields Ambulance Station</b>			
<b>Owner:</b>	<b>Rota Manager</b>	<b>Author:</b>	<b>Steve Rawlings</b>
<b>Approved:</b>	<b>1<sup>st</sup> October 2017</b>	<b>By:</b>	<b>Executive Committee</b>
<b>Doc Ref</b>	<b>ROTA102</b>	<b>Version</b>	<b>1.0</b>

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

This document sets out the requirements for the access to North Shields 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/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 is located on Hawkey's Lane, North Shields. The Postcode is NE29 0SF.
- 2.2.** A NEAS key is required to access the site itself, as well as the building.

## **3. Operational Times**

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

## **4. Access Arrangements**

- 4.1.** Entry to the Station is via the main garage door only.
- 4.2.** Only bikes can be left inside the station, cars must be left in the space vacated by our blood car.
- 4.3.** The blood bike should be parked on the left hand side of the garage as you look into it. Please ensure you park neatly alongside the wall and in such a manner that it does not obstruct the door on the left wall or the fire extinguisher. Your own bike should be parked in the space vacated by the Blood Bike.
- 4.4.** The Blood Car should be parked in the parking bay next to the cycle park which is situated behind the building in the parking area. Leave your own vehicle in the space vacated by the Blood Car
- 4.5.** The keys for the bike and the car will be kept in the key safe located in the building
- 4.6.** The key safe is located on the left hand wall of the main rest room. As you enter the garage there is a door at the bottom right of the garage, go through this door, past the two toilets on your left. The next door leads in to the main crew rest room, the key safe is on the left wall as you enter the crew room.
- 4.7.** The battery charger for the bike radio is in the garage next to the bike. Please note this charger is for the bike radio only, the car has an in-car charger for the car radio.
- 4.8.** The station alarm can be deactivated or activated by the key box on the right hand wall next to the roller doors, as you walk in through the main garage door, turn the key to the right and hold for few seconds until you hear the tone change.
- 4.9.** When leaving through the shutter doors the alarm can be activated by pressing and holding the grey square button to the left of the roller doors.
- 4.10.** The rollers doors are manual and MUST be closed after leaving the building.
- 4.11.** 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) the station office is opposite the crew room and to the left.
- 5.3.** If you accidentally set off the alarm then ring 0191 4302462 and state who you are

## **6. Exceptions and Variations**

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

**Northumbria Blood Bikes Procedure:  
Access to North Shields Ambulance Station**

**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
Oct 2017	1.0	Steve Rawlings	First Version of Access to North Shields Ambulance Station