



Type: Procedure	Northumbria Blood Bikes Procedure: Assistance at 'Incidents'		
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Approved:	21 st March 2018	By:	Executive Committee
Doc Ref	OPS002	Version	2.2

A. Why do we need this Procedure

This document sets out the requirements for action when an NBB rider/driver finds themselves at the scene of an incident in which they/their vehicle are not themselves involved.

B. Who is Responsible for this Procedure

The Rota Manager is responsible for the maintenance of this procedure.

The Executive Committee is responsible for approving this procedure.

Any person riding/driving an NBB owned or operated vehicle 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 the executive committee.

1. Aim of this procedure

- 1.1.** To provide clarity to members operating NBB vehicles on what action to take at the scene of an incident in which they are not themselves involved.

2. Those Covered by this Procedure

- 2.1.** All vehicles owned or operated by Northumbria Blood Bikes.
- 2.2.** All riders/drivers who are members of Northumbria Blood Bikes. N.B. no other person is allowed to use NBB vehicles other than those legitimately engaged in testing, maintenance or repair on behalf of NBB.

3. Definition of 'Incidents'

- 3.1.** Any situation where one or more of the emergency services are present or where their presence is likely to be required.

4. Should We Stop?

- 4.1.** A rider/driver should only consider stopping if:
 - It is legal and safe so to do;
 - Their presence would aid the emergency services and/or the public;
 - The benefit to the emergency services and/or the public outweighs the likely disadvantages to the NHS, it's patients or to NBB;
- 4.2.** The decision is likely to be more straightforward if the rider/driver is not engaged on a journey related to carrying urgent or emergency items for the NHS as routine items should not normally be considered as a priority over appropriate assistance
- 4.3.** If a rider/driver is engaged on a journey related to carrying urgent or emergency items for the NHS they should only consider stopping if the assistance they can provide is unlikely to be provided by another member of the public that is passing, and if that potential assistance is very likely to help avert significant danger to the health of one, or more, members of the public.
- 4.4** Riders are reminded that at **no** time should any packages (Blood boxes, Samples, etc) be left unattended on the bike.

5. What Should We Do If We Stop?

- 5.1.** The potential scenarios that may be encountered are many and various and what can be done if we stop will be determined by circumstances. However, riders/drivers should, unless they are appropriately qualified, always make it clear that they are not health professionals, are not qualified in First Aid and cannot provide medical assistance other than that provided by a member of the general public;
- 5.2.** Riders/drivers should make clear that any medical assistance provided is not provided on behalf of NBB;
- 5.3.** When stopping at an incident the rider/driver should park their vehicle safely and in such a manner as to warn other road users or as directed to do so by a member of the emergency services;
- 5.4.** All NBB vehicles are provided with a first aid kit, this should be made available to any person appropriately qualified at the scene of an incident;
- 5.5.** NBB aims, wherever possible, to provide a defibrillator in each four-wheeled vehicle. Unless you feel confident to use this equipment the rider/driver should simply

make it available to anyone who is qualified to use it if at the scene of an appropriate incident. The driver is not required to acknowledge that the vehicle is carrying the defibrillator

- 5.6.** If on an NHS job the rider/driver should, as soon as practicable in the circumstances, contact the Shift Controller to report the situation and give an estimate of the likely delay. They will maintain regular contact within the context of the situation faced.
- 5.7.** The Shift Controller will communicate information received to the NHS contact who requested the job (where possible).
- 5.8.** If not on an NHS job the rider/driver should, as soon as practicable in the circumstances, contact the Committee On-Call Number (0191 364 3036) to report the situation and give an estimate of the likely delay. They will maintain regular contact within the context of the situation faced.

6. Exceptions and Variations

- 6.1.** There are no exceptions and variations to this procedure.

7. Administration

7.1. NBB Documentation

- An accurate, concise report on any incident where a rider/driver has attempted to or has provided assistance should be passed as soon as possible, and no later than 24 hours after the incident, to the Membership Secretary of NBB.
- The Membership Secretary will inform other members of the committee and, the committee will consider remedial action as appropriate, eg revise this procedure, provide further information or training to members.

**Northumbria Blood Bikes Definition:
Assistance at 'Incidents'**

Version Control and History

Date	Version	Author:	Reason For Change
20 th March 2015	1.0	Peter Robertson	First Version
2 nd March 2018	2.0	Ronnie Paton	New logo, New Charity number, removed the words Coordinator, change Emergency Number to Committee On-Call, general formatting changes
August 2023	2.1	Ria Burnett	Periodic Review, removed Blue Lights reference from section 5.3
August 2025	2.2	Ria Burnett	Periodic Review – no changes