



Type: Guide	Northumbria Blood Bikes: General Information about NBB		
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#### **A. Why do we need this Guide**

This document sets out general information about NBB and describes the need for the NBB Handbook to allow the charity to fulfil its legal and corporate responsibilities

#### **B. Who is Responsible for this Guide**

The Membership Secretary of the group is responsible for the maintenance of this Guide. The Executive Committee is responsible for approving this Guide.

All members of NBB should be familiar with the information in this document.

#### **C. When will this Guide be reviewed**

The Guide will be reviewed a maximum of Two years following its approval.

#### **D. How will changes be notified**

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members and the executive committee.

## **1. Aims of the Charity**

- 1.1.** The object of the charity is to advance health or save lives, primarily in Northumbria, by providing a volunteer courier service ancillary to transport provided by the statutory authorities for the transfer of blood, blood products and other medical resources between hospitals and medical facilities.
- 1.2.** To encourage safe riding practices within and without the group.
- 1.3.** To promote a positive image of motorcycling to the general public.

## **2. What the Charity does**

- 2.1.** The charity provides an out-of-hours courier service, primarily to NHS facilities, for the transportation of blood, drugs, samples, X-rays and other medical supplies. To do this we use group-owned specially-adapted vehicles fitted with Hi-Viz Livery and blue lights (for authorised emergency use) enabling them to make safe progress through heavy traffic.

The Northumbria Blood Bikes service is provided outside of normal working hours; between 19:00 hrs and 07:00 hrs weekdays and from 19:00 hrs on Friday to 07:00 hrs on Monday. The service also covers all bank holidays. We offer this service free of charge as an alternative to other transport methods that the hospital would have to pay for.

The charity performs a range of fundraising, publicity and associated administration tasks as and when required to facilitate and enable the smooth running of the operational service.

## **3. How does the Charity work?**

- 3.1.** The charity is composed of people who give their time, free of charge, to help others.

The needs of the Charity are many and range from riding/driving the vehicles to raising funds to pay for them. However, equally important are the duties of e.g. managing the funds, rotas and paperwork. Everyone is important and has the opportunity to practice their skills.

The charity is administered and governed by Trustees who form an Executive Committee. At anytime there must be between three and 12 trustees, who are duly elected as according to the constitution, and there are currently the maximum of 12 Trustees in post. Names and contact details for the committee members and trustees can be found on the NBB website along with a description of their duties and mini-biographies for the current incumbents under 'About: Committee'.

The charity is indebted to some very generous sponsors who provide equipment, services and financial support to Northumbria Blood Bikes; details of our main sponsors can also be found on our website.

## **4. How the Charity conducts itself**

- 4.1.** The Charity operates to a constitution, which describes:

- who may be a member and what officers there are
- Objects and Association of the group
- frequency of elections and meetings
- how the assets would be disposed of if the Charity ceased to exist.

Amendments to the constitution may be made at the Annual General Meeting (AGM) or General Meeting (GM). You can view the constitution in the members section of the website.

## 5. Corporate Responsibility

Northumbria Blood Bikes (NBB) or the Group has a social and corporate responsibility to several stakeholder groups and individuals, For example we have responsibilities to our service users, the Public, to the Group and to the individuals who make up the Group. The law makes no distinction between companies, charity groups or other organisations in this respect.

In order to fulfil these responsibilities, the committee have a duty of care to you, the members, to ensure you are best equipped to safely fulfil your duties as a NBB volunteer.

Further, the Group has an obligation to comply with all legislation, including (for example) the Road Safety Act which aims to improve driving (riding) standards and includes developments specifically targeted at companies.

The Corporate Manslaughter Bill, which became law in 2004, is aimed organisation's management to ensure appropriate processes are put in place to protect persons doing the organisation's business. A Company's responsibilities to ensure the safe use of vehicles for company business are now greater than ever. Amongst the provisions of this legislation organisations must:

- have comprehensive road safety policies in place;
- employ road safety management procedures, including risk assessment;
- implement practices to eradicate or minimise any risks identified;
- give drivers/riders the information, training and supervision they need to be safe on the road;
- audit activity where necessary.

Failure to comply with the legislation could have severe consequences. The Group's trustees could face a jail sentence. Even if NBB is not directly responsible for an offence, we could be judged vicariously liable for endangering or causing harm through the negligence of a member's actions while driving or riding on Group business.

When formulating our procedures, it is not sufficient to copy similar organisations, or to unreservedly accept external riding / driving qualifications. We must ensure that we have the correct procedures in place to enable riders and drivers to fulfil their operational duties, free from any concerns over safety and legislation requirements.

The Committee have completed a review of our responsibilities in this respect and the result is our 'Handbooks', which themselves are compilations, or collections, of our various policies, procedures and guides on how the charity should function.

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**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
Oct 2016	1.0	Michael Thompson	First Version
August 2023	1.1	Suzanne Hitchinson	Periodic Review –change of document ownership
July 2024	1.2	Mick Redpath	Update to Para 3.1 to correctly reflect Trustee positions