



Type: Procedure	Northumbria Blood Bikes Definition: Relays in Co-operation with Other Groups (Bloodrun EVS)		
Owner:	Rota Manager	Author:	Peter Robinson
Approved:		By:	Executive Committee
Doc Ref	OPS005(i)	Version	1.2

A. Why do we need this Procedure

This document sets out the purposes and requirements for arranging relay jobs i.e. those which should involve our neighbouring Blood Bike groups, namely:

Blood Bikes Cumbria (BBC) see OPS005(ii);

White Knights (West & North Yorkshire) see OPS005(iii);

Blood Bikes Scotland see OPS005(iv);

Derbyshire Blood Bikes see OPS005(v)

Detailed instructions are held in these separate procedures.

B. Who is Responsible for this Procedure

The Rota lead of the group is responsible for the maintenance of this procedure.

The Executive Committee is responsible for approving this procedure.

Any person arranging or carrying out a relay run 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 or following any significant changes.

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 controllers and the executive committee.

1. Aim of Procedure

- 1.1.** This procedure is intended to ensure that any relay runs requested of or by Bloodrun EVS is carried out safely, swiftly and efficiently.

2. Types of Relay Runs

- 2.1.** Relay runs may be either regular, pre-arranged transfers or ad hoc, one-off transfers.
- 2.2.** Relay runs may be from the NBB area to or from that of Bloodrun EVS, or may involve moving items across more than the two areas.

3. Areas Covered by Bloodrun EVS

- 3.1.** Bloodrun EVS cover the Hartlepool, Middlesbrough and Northallerton hospital areas.

4. Contact Procedures

4.1. Regular pre-arranged transfers

4.1.1 These will be negotiated by the NBB committee lead for NHS Liaison in liaison with the committee members holding responsibility for Rota and Fleet.

4.1.2 Approval for the commencement of regular pre-arranged transfers will be given by the committee.

4.2. One-off transfers

4.2.1 Transfers requested will be made to the Hospital Hotline number (0191 228 6495) or the out of hours number (0191 364 3773) if the call is received between 7am and 7pm Monday to Friday (these calls being answered by a committee member).

4.2.1 The Shift Controller will assess the request and where necessary contact the Rota Manger (or Committee on Call in their absence) for further advice if required.

4.2.2 Once the transfer has been agreed the Shift Controller will allocate an on shift NBB rider/driver to arrange for the transfer to take place at an agreed time, which will be as soon as is possible and at the relevant transfer location (see 5 below).

4.2.3 If the rider/driver is unable for any reason to make the agreed time they should be informed to begin the journey as soon as possible and the Shift Controller should contact Bloodrun EVS to inform them of the potential delay.

5. Handover Locations

- 5.1.** For Bloodrun EVS the handover point is as follows:

5.1.1 BoB Car

The usual handover point is at GNAAS Progress House, Urlay Nook Road. (postcode TS16 0QB).

What 3 Words [///vessel.sadly.pasting](https://www.what3words.com/vessel.sadly.pasting)

[See map link for details](#)

5.1.2 Peterlee Fire Station

The fire station is located 100yds west of the B1320 Peterlee junction with the A19 (postcode SR8 2FS).

What 3 Words ///varieties.pencil.cuts

[See map link for details](#)

5.1.3 The handover will take place on the Fire Station forecourt and since the transfer time is pre-arranged, there should be no need to enter the station yard. Please be mindful that this is an operational station so please don't obstruct any emergency vehicles either leaving or entering the station.

6. Exceptions and Variations

6.1. There are no exceptions to this procedure.

7. Administration

7.1. NBB Documentation

7.1.1 NBB Shift Controllers will record all details using the on-line software (OARS).

7.2. NBB riders/drivers will

7.2.1 Ensure that they complete and get signed NBB receipts for all packages transferred to or from other groups.

7.2.2 Complete the NBB Standard Job tracker asap after the job is complete

8. Other Documentation

8.1. NBB riders/drivers will sign the receipts of other groups as appropriate

**Northumbria Blood Bikes Definition:
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Version Control and History

Date	Version	Author:	Reason For Change
	1.0	Peter Robinson	First Version
Sept 2022	1.1	Paul Curran	Periodic Review
January 2025	1.2	Ria Burnett	Amended sections 4.2.1, 5.1.1 & 5.1.2 Added Derbyshire BB to section A