



<b>Type: Policy</b>	<b>Northumbria Blood Bikes: Suspension of Service</b>		
<b>Owner:</b>	<b>Rota Manager</b>	<b>Author:</b>	<b>Steve Rawlings</b>
<b>Approved:</b>	<b>22 Jan 2018</b>	<b>By:</b>	<b>Executive Committee</b>
<b>Doc Ref</b>	<b>ROTA001</b>	<b>Version</b>	<b>2.3</b>

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

This document sets out the arrangements for suspension of bikes, and the use of 4 wheeled vehicles due to adverse weather conditions or other operational reasons.

**B. Who is responsible for this Policy**

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

The Executive Committee is responsible for approving this Policy.

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

**C. When will this Policy be reviewed**

The Policy will be reviewed a maximum of Two years 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 members.

## 1. Aims of the Policy

- 1.1. This policy sets out the procedure of suspending part, or all of the service NBB provide, due to adverse weather conditions or other operational reasons (i.e. lack of available riders/drivers or controllers)
- 1.2. This procedure will be activated, as required by the Rota Manager, or in their absence, by any committee member.

## 2. The Policy

- 2.1 The Policy will normally be in operation between November and March, and at other times subject to the exigency of the service provided by NBB.
- 2.2. The definitions of each level of suspension are:
  - 2.2.1. **Total Service Suspension**, No NBB vehicle is permitted to be moved at any time during the suspension period, other than to a place of safety. If safe to do so the vehicle should be returned to Base Location before notice period starts. (Refer to ROTA002 'Full Suspension of Service' procedure)
  - 2.2.2. **Total Bike Suspension**, Bikes are not to be used at any time during the suspension notice period, when safe to do so, the bike should be returned to Base Location.
  - 2.2.3. **Blood on Bike Suspension**, Bikes are permitted to be used during the suspension notice period, but not permitted to carry Whole Blood, or blood destined for transfusion. Bikes are still allowed to transport blood samples, and any items normally carried, if the rider deems it safe to ride.
- 2.3. Temperatures used shall be the PREDICTED temperatures taken from the Met Office for the following control locations:
  - Boulmer
  - Leeming
  - Albemarle
- 2.4. Weather warnings from the Met Office shall also be used to trigger actions.
- 2.5. The Rota Manager/Assistant or other delegated committee member shall be responsible for ensuring that:
  - 2.5.1. Any total suspension (as per 2.2.1), the affected members are informed individually as early as possible to save any unnecessary travel to base.
  - 2.5.2. The Shift Notices on the NBB Website are updated with the timings of any suspension.
  - 2.5.4. The suspension is posted on the closed face book page
  - 2.5.5. On any type of Bike suspension (as per 2.2.2 & 2.2.3), the affected shift riders and controllers are notified via text message with the timings of any suspension
  - 2.5.6. At a Shift Controller handover, it is the Outgoing Shift Controller's responsibility to notify the incoming Shift Controller of an active or imminent service suspensions.
- 2.6. In the event of bikes being suspended, and 4 wheeled vehicles being used, these will be used for the remaining duration of the shift.

**2.7.** Re-enabling the use of bikes will be at the discretion of the Rota Manager and/or the On-Call Committee, when conditions are deemed suitable and safe.

**2.7.1.** It is the responsibility of the person lifting the Suspension to update the affected members that the suspension has been lifted via text or call. This is to include updating the Shift Notices on the NBB Website.

**2.8.** During a 'Total Bike' suspension period:

**2.8.1.** Riders who are authorised drivers can swap to an available 4 wheeled vehicles.

**2.8.2.** Riders who are not authorised drivers are reminded that they should not ride in conditions that **they** deem to be unsafe and return to base as soon as possible.

**2.9.** Member Safety

**2.9.1.** A rider/driver who deems it unsafe to continue their shift should inform the on-shift controller, who should inform the On-call Committee member by calling the "Committee on call number" and also send a text to Rota Manager. At this point in time the rider/driver should then end their shift.

**2.9.2.** All members are reminded that Riders and Drivers ALWAYS have the ultimate decision on whether they feel the conditions (this includes their health) are safe enough to continue their shift. At no point in time should they feel tempted or pressurised into continuing with their shift.

### **3. Exceptions & Variations**

**3.1** No exceptions or variations

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Suspension of Service Policy**

**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
21 Dec 2014	1.0	Chris Mitchell	First Version
22 Jan 2018	2.0	Steve Rawlings	Change in Charity number and reformatting, Removed use of NCL trust vehicle. Renamed Document
07 Jan 2020	2.0	Ronnie Paton	Document Reviewed
August 2023	2.1	Ria Burnett/Paul Curran	Periodic Review – added ‘other ops reasons’ to 1.1 and deleted NBB Forum from 2.5. Added section 3
January 2024	2.2	Ria Burnett/Paul Curran	Updated 2.2.1 and split section 2.8 to include 2.9 Member Safety
August 2025	2.3	Ria Burnett	Periodic Review – no changes