



Helensburgh Sailing Club

STANDARD OPERATING PROCEDURE

Procedures for Grounds, Paths and Access

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1. Management and Maintenance

- 1.1. The Rear Commodore Onshore is responsible, assisted by the committee, for managing the club grounds, and maintaining them so that they can be used safely.
- 1.2. The key facilities are
 - The Entrance
 - The Car Park
 - Perimeter Road
 - The Slipway Extension
 - The Dinghy Parks
 - The Shelter
 - The Shed
- 1.3. These each have some specific issues which bear on safety, identified below, but will form part of a general maintenance plan. Any member identifying a problem of utilisation or safety relating to these is to notify the office or Rear Commodore Onshore immediately. The Rear Commodore Onshore has the authority to close, partially close or limit use of all or any of these to ensure safety.

2. The Entrance

- 2.1. The entrance connects directly to the A814 across a combined pedestrian path and cycle path, and the entrance has no separation of pedestrians or cyclists from vehicles. This provides some potentially serious hazards. In terms of the highway code no one entering or leaving the club grounds using this entrance has 'right of way' over those transmitting the pavement or the road. Members should look out for and give way to all regardless of how they are progressing. Those in cars or especially trailing must be particularly vigilant for cyclists who can appear quickly from either direction. Those entering or leaving by vehicle must be considerate of those on foot or on cycle.
- 2.2. The Rear Commodore Onshore will ensure suitable warning signs are in place.
- 2.3. There is to be no parking on the area of the car park in the vicinity of the entrance, and parking on the A814 is forbidden.
- 2.4. For pedestrians there is a small gate at the south end of the club off the pavement, but there is no formal footpath and those who are disabled or with any walking difficulty should not use it.

3. The Car Park

- 3.1. Only members or guests cars may use the car park. Parking is to be in an east west alignment in up to 4 rows. Sufficient space is to be left between the clubhouse and the parked vehicles to allow circulation.
- 3.2. The car park is of packed hardcore and subject to erosion, and puddling. The car park will be maintained annually, but any member identifying any area that is unsafe should report it to the office.
- 3.3. To avoid the somewhat uneven nature of the car park Disabled persons or those with particular walking difficulties may leave and join a car driven by someone else on the Slipway Extension, or if self-driving seek limited approval to park on it for specific activities. Application should be made to the office who will identify the area to be used.

- 3.4. The car park is lit after dark when club activity is programmed.

4. The Clubhouse

- 4.1. The clubhouse and safe access to it are the responsibility of the Rear Commodore Onshore. The clubhouse has a paved area which allows safe access and egress. At one end the boatshed shares this space and the potential conflict between those accessing the club and those moving ribs and equipment is an area of risk. When equipment or boats are being moved in or out of the boatshed those supervising the evolution must take care to ensure pedestrians, and particularly children are kept clear.
- 4.2. The clubhouse has perimeter lights which operate automatically and represent an important safety feature during the hours of darkness for those using the club. The Rear Commodore Onshore is responsible for ensuring the lights are maintained.

5. Perimeter Road

- 5.1. This road has areas of both tarmac and gravel, with an uneven surface. It is narrow and shared by both vehicles and pedestrians without separation. No non-member vehicles are permitted on this road. Members taking their vehicles on the road are to exercise extreme caution when using it and are to avoid and give way to pedestrians. At the end of the road adjacent to the slip and across from the inflatables rack is an area of limited parking for offloading. Cars are not to be left here for extended periods, and are always to be pulled well in to allow others to pass safely.
- 5.2. The offloading area is at risk during storms and the road liable to flooding.
- 5.3. The road will be maintained annually, but any member identifying a specific hazard should report it to the office.

6. The Slipway Extension

- 6.1. This area is paved and used by cars, boats, and pedestrians. It is to be kept clear at all times to ensure safe access to the boatshed (except as indicated above). No routine maintenance is required, but it is inspected annually.

7. The Dinghy Parks

- 7.1. The operation, maintenance and safety of the dinghy parks is the responsibility of the Dinghy Park Manager. The specific requirements and obligations of users are specified in the constitution and user agreements.
- 7.2. There are clearly defined roadways providing vehicular access to the Dinghy Parks, but for the avoidance of doubt vehicular access to the parks is only to be undertaken for the purpose of delivering or retrieving boats or heavy equipment. Cars are not to be parked in the dinghy park. Members accessing the parks in vehicles are to exercise extreme caution and to give way to pedestrians. Cars are to be parked in the Car Park.

8. The Shelter

- 8.1. This is a structure originally used as a Workshop and equipment store. It remains as a store but only used for equipment which can tolerate damp conditions. There is no formal path to it, and is only accessed by a limited number of people. The Rear Commodore Onshore is responsible for ensuring safe access by mowing the grass, and keeping the building safe to enter and use.

9. The Shed

- 9.1. Adjacent to the club on the south side, this provides dry storage for club equipment and machinery and limited workshop. It accessed by foot along an extension of the clubhouse footpath. A small area off the Dinghy Park access road is available for offloading. Rear Commodore Onshore is responsible for maintaining the access and the shed in a safe condition for entry and use.

10. Attachment – Slipway Use and Control

HSC Slipway Regulations for Use and Control

The club slipway is the primary focus of water access from the club and is a multi-purpose facility used by dinghies, inflatables, RIBs and small keel boats. The slipway can be a very busy facility with boats arriving and leaving at the same time. It is also potentially a hazardous area, due to variations in tide, waves, wind, underfoot conditions and different types of equipment from hand-held launching trolley to vehicle-towed trailers.

Because of the variation in risks associated with its use it is restricted in use to members only.

It is essential that all members who use the slipway make themselves aware of the potential risks which can arise from its use, and evaluate their own risk and the risk they represent to others before use and whilst using the slipway. If in doubt members should consult the Slipway Manager or the Office for guidance.

Management and Maintenance

The condition of the slipway and slipway head is the responsibility of the Slipway Manager who will, supported by the committee, maintain the slipway in a safe condition. The Slipway Manager has the authority to close the slipway or parts of the slipway if he deems it necessary until remedial action has been taken.

The slipway is constructed of reinforced concrete and large concrete slabs. No routine maintenance to the structure itself is normally required.

The tidal part of the slipway accumulates marine growth at highly variable rates, which can make it slippery underfoot, and depending on the weather is often strewn with weed, flotsam, gravel and sand.

During the sailing season the main problem is weed fouling. In this period the slipway is to be examined weekly by the Slipway Manager or his agent. The slipway Manager will determine whether the slipway remains safe and will take remedial action as necessary.

- For marine fouling he will arrange cleaning with an RYA approved anti fouling. He is responsible for ensuring there are always stocks of anti fouling available, and will be given a budget for this purpose. He will arrange for physical blockages to be removed by consulting the office and commodores for volunteers if necessary.
- In the off season and following storms the slipway is often strewn with weed, flotsam, gravel and sand sometimes to depths where utilisation is impossible. In these circumstances the Slipway Manager will arrange for a safe route through obstructions to be made but this seriously limits the capacity of the facility.
- The lighting of the slipway is the responsibility of the Rear Commodore Onshore and any concerns or outages should be reported to him for remedial action.

General Regulations for use of Slipway

The Slipway Manager is responsible for keeping the slipway itself in a safe and useable condition, but users are themselves responsible for using it safely. The following regulations are to be obeyed for the safety of all.

- Only members may use the slipway
- No boat or equipment is to be left unattended on the slipway except as specified below.
- Members who are not involved in launch or recovery should keep clear of the slipway.
- Children aged 14 or under should not use the slipway unsupervised
- Children should not play on the slipway, the beach is much safer
- Cars are not to be parked at the head of the slipway or on the road between the slipway and the clubhouse.
- During events where a beachmaster is appointed all activities on the slipway will be under his/her direct command, without exception - including those members not taking part in the event.
- The launching arrangements for Keelboats or Trailer-Sailers is to be agreed in advance with the office.
- Any member suffering a slip or fall or observing any aspect of the slipway to be unsafe or damaged should report it immediately to the Slipway Manager or the office, whereupon remedial action or closure will be undertaken.

Launching/Recovering Ribs and Boats using towed trailers

These activities should only be undertaken when no other launching or recovery is taking place. The slipway is not directly supervised so it is the users responsibility to ensure exclusivity. The vehicle should be properly rated for the weight of the trailer plus boat with a properly fitted towing hook. 4 wheel drive is not mandatory but desirable. Great care is to be taken to properly engage brakes on vehicles and trailers to avoid a runaway. The experience of the launcher will determine the number of persons necessary to safely effect the launch. If in doubt seek guidance from the office.

Launching/Recovering Dinghies and Inflatables

These activities are frequently undertaken at busy times and on approaching the slipway it is incumbent upon the launcher to take note of any congestion on the slipway and to wait as appropriate whilst others complete their manoeuvres. This is easier to undertake whilst launching so priority should be given to those recovering.

Launching trollies are not to be left on the slipway, they are to be safely located adjacent to it.

Sails may be raised prior to launch but care is to be taken that swinging booms do not pose a hazard to other users.

To facilitate safer use of the slipway a chain with spaced risers is positioned along the length of the north side of the slipway. When attaching a boat to this chain to collect or take back a launching trolley sufficient distance is to be left from other

boats on the chain to avoid collision. Boats may not be moored on the chain except for the purpose of launch or recovery.

During training periods when a break in sailing is programmed or required, boats may be left rigged but well secured on the upper wide part of the slip. Enough room is to be left in the centre of the slipway to permit other users to access safely. If using the slipway at night members are reminded that although a floodlight is provided to improve safety, all other risks are increased and the chance of other members being close by to assist in emergency are greatly reduced.

Loading and Unloading Inflatables and transit dinghies

Whilst launching inflatables it may be necessary to carry engines, equipment and supplies down the slipway to the boat. Members should be aware of the added risks associated with carrying items in this way. Any trip or fall whilst carrying even a moderate weight can be seriously exacerbated. Users must consider the conditions underfoot, and the weather conditions at the time. The use of a launching trolley to convey the inflatable together with equipment should be considered, or separate trolley or barrow to carry the items if available.

Alternative slipway

Members should be aware that there is a slipway at the south end of the club which is not tidal and provides access to the beach. It can under certain conditions provide a safe alternative for dinghies and inflatables if the main slipway is considered unsafe.