

## Clyde: Leisure Events Guidance for Organisers

### 1.0 SCOPE

This guide outlines the process for obtaining the necessary authorisation for Leisure Events, and ensuring co-operation and co-ordination with other users of the Clyde.

### 2.0 INTRODUCTION

#### Purpose

The Clyde is a special place for marine leisure activities, but it is also heavily used by commercial and naval vessels, ferries and sea planes. Peel Ports Clydeport is keen to encourage marine leisure events that are planned responsibly, minimising the dangers to participants and minimising the risks and inconvenience to other users of the Clyde. However, as Statutory Harbour Authority, it also has a responsibility to ensure, as far as reasonably practicable, the safety of all who use the area in its jurisdiction. Clydeport Senior Manager Marine Operations approval is required for all marine events (including zip lines). The process of obtaining permission supports the event organiser's planning and preparation for the event, and ensures co-ordination with other users of the Clyde.

#### Responsible person(s)

Event organisers are responsible for obtaining the necessary authorisation for leisure events and for fulfilling the conditions of such authorisation.

### 3.0 DEFINITIONS

None

### 4.0 REQUIREMENTS

4.1 Notification of the event to the Harbour Authority should be at least 6 weeks beforehand and before any publicity is issued to potential participants. All known details of the proposed event should be submitted to the Clydeport Senior Manager Marine Operations for consideration. Details to include:

- a. Location of event
- b. Dates and times/provisional programme
- c. Proposed vessels/craft involved including safety boats
- d. Contact person(s) for the event
- e. Communication structure, i.e. VHF/mobile telephone.

4.2 Note that zip lines involve special safety considerations, and require preparation similar to events involving activities directly in the water.

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### HARBOUR AUTHORITY AGREEMENT

- 4.3 When the event has been agreed in principle, the following information must be submitted to the Harbour Master before final authorisation can be granted;
- a. Risk assessment
  - b. Method statement
  - c. Confirmation that Public Liability Insurance appropriate to the scale of the event is in place, to a minimum of £5 million
  - d. Completed Peel Ports Clydeport Indemnity letter
  - e. Names of safety/rescue/guard boats and whether fitted with operational VHF
  - f. Contact number of main event organiser.
- 4.4 For larger events, full consultation and planning meetings bringing together all parties concerned may be required.
- 4.5 Zip line charity events using the Stobcross crane involve special safety considerations, and require full consultation involving Peel Ports Clydeport Property, the Clydeport's Marine Department and the preparation of a written safety procedure for the event. Following receipt of the above information, the Senior Manager Marine Operations will give due consideration for final authorization to proceed with the event.
- 4.6 Where appropriate, the Senior Manager Marine Operations will arrange to issue a Notice to Mariners and/or Navigational Warning transmissions.
- 4.7 Prior to the event, the evening before or on the day of the event, and each subsequent day, the event organiser is to contact Estuary Radio and confirm shipping movements within the area during event times.
- 4.8 In the case of zip line and other events in the Upper River, the event organiser must also maintain regular contact with commercial upper river users as appropriate.
- 4.9 The event organiser is to inform Estuary Radio when the event is finished and all people/craft are clear of the water.

## 5.0 APPENDICES

None