

The RNLI's guide to slipway safety signs and symbols



Lifeboats

Supporting safety signs

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Preface

Small powered craft that launch from slipways accounted for almost one third of the Royal National Lifeboat Institution's (RNLI's) rescue statistics in 2007. Communicating simple safety messages effectively, to reduce the number of serious accidents and lifeboat launches, is an ongoing challenge.

At slipway locations throughout the UK and the Republic of Ireland, users are bombarded with different types of signs and a variety of information – public, statutory, hazards and safety. Different messages, materials, colours and sizes can confuse the user, creating 'sign blindness', and the information may be ignored, increasing problems further down the line for slipway owners/operators, other water users and search and rescue organisations.

Setting the standard

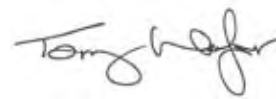
The RNLI has produced this guide with the aim of setting a standard for the design and content of slipway signs to enable slipway owners/operators to set up effective and consistent sign systems. These will lead to safer waters and allow slipway owners/operators to discharge their obligations for the safety of the public using their facilities. Following extensive trials of several signs and designs, carried out in collaboration with the UK Harbour Masters Association, public slipway signs have been developed that are informative, educational and, above all, easy to read and understand.

Easy to use sign templates

Using this guide and the templates provided, slipway owners/operators can create standardised signs for their specific location, hazards and requirements, incorporating the necessary public and statutory messages and symbols if required.








Effective signage will provide the public with the means to make appropriate decisions on safety while at the slipway and be safer on the water. Signs will, however, never take away the public's responsibility for its own actions and subsequent safety. It is important that slipway users understand the risks and, equally, the need to take care of their own welfare and be aware of the environment they are in. Signage goes some way towards this.

The benefits of standardised slipway signs are immeasurable. However, one thing transcends all: loss of life and serious injuries will be reduced through a change in attitude and behaviour if slipway owners and operators adopt the standard.





Tony Wafer
RNLI Sea Safety Programmes Manager

The following organisations have supported the compilation of this guide:

-  MCA
(Maritime and Coastguard Agency)
-  NWSF
(National Water Safety Forum)
-  Langstone Harbour Board
-  Lymington Harbour Commissioners
-  Poole Harbour Commissioners
-  Tor Bay Harbour Authority
-  Wandsworth Borough Council

The RNLI wishes to thank the following for their contribution and technical assistance with the development of this guide:

-  Members of BSI Committee –
Public Information, Graphical Symbols
and Signs (PH/8)
-  Chiswick Lifeboat Station

Disclaimer

The content of this document is for general guidance only. It represents best practice as at the date of publication and should not be considered as legal advice. Those using this guide should seek professional advice as and when necessary. The RNLI does not accept responsibility for any errors in this document.

Introduction

The increased use of the sea for recreation has brought with it new management issues and safety responsibilities for those who own or manage the access points to waterways. With an increase in the number of people and vehicles at the interface, and a broadening of the type and range of water use, comes a responsibility to inform and educate. Trying to communicate safety messages to members of the public is notoriously difficult, but effective signage can provide an answer.

Signs as an educational tool

There is a growing need for clear safety information signs to be displayed at public slipways to tell users about safety risks when using the facilities. The signs are important as an educational tool to teach those who are unfamiliar with using slipways as well as to provide current safety information about conditions for all users. Those who launch at slipway sites may encounter dangers at sea that they may not recognise or be prepared for – from the marine environment itself, to the weather and other users.

A successful safety information system will reduce confusion and anxiety, allowing slipway users to feel more confident in their knowledge of sea safety and to recognise and learn how to minimise and cope with the dangers as they meet them.

How this guide will help you

This guide will help slipway owners/operators decide the signage requirements – which type of sign is needed, how many, and where to locate them – when the need for signage is identified through a risk assessment process. Careful consideration should be given, on site, to determine the best position and orientation for all signs as it is not only the content and layout of the signs that are important but also the position in which they are fixed.

Follow this guide carefully

The impact and success of signs produced by following this guide will depend entirely upon how closely the guide is followed. A large amount of research into the application of the sciences of semiotics and iconography has been carried out to produce this guide. Small, subtle deviations from the guidelines may have a disproportionate impact on the readability of the sign and the amount of information that the reader absorbs. Consistent signage works very well and this is the key to making it work.

Your safety responsibility obligations

Many slipway owners and operators have responsibility for the safety of those who use their waters under the Health and Safety at Work Act (1974) and the Port Marine Safety Code. The safety information contained in this guide may meet the safety responsibility obligations identified in these.

By following the recommendations in this guide about creating clear, concise and consistent safety information signs, slipways will become safer environments.

Use of the RNLI logo

The RNLI, as well as providing lifeboat and lifeguard services around our coasts, works hard to prevent loss of life through education. This signage project is part of this prevention work. The RNLI has therefore invested heavily in the production of this guide and, though not insisting, would be grateful for the inclusion of an RNLI logo as an acknowledgement on each sign produced. Slipway owners will accrue credibility and authority if they are associated with this well-respected brand.

How to use this document

This document should be used as a guide by slipway owners and operators when specifying and installing slipway safety signs. You may find it useful initially to visit each slipway and carry out a risk assessment, which will help determine which signs you need and where they should be located. If you have any questions when using this guide, or would like some further guidance, please contact the RNLI, which will be happy to assist with your queries; contact details can be found on the inside back cover of this document.

Slipway safety signs

The signs for use at public slipways have been categorised into the following groups: Access signs, Reminder signs and Daily conditions signs. Each sign group serves a specific purpose and care should be taken to ensure appropriate signs are chosen. The section of this document called 'Placing signs' will help you work out how many of each sign you need for your slipway and where to locate them; the quantity needed will depend on the slipway size and risk assessment.

In addition, this guide provides basic style templates for creating signs to display supplemental information such as byelaws, marine activity or fishing regulations. These signs are referred to as Supplemental signs in this guide.

The specification for manufacturing signs offers some flexibility depending on budget available. You will find the sign order forms on the CD in the back pocket of this guide.

Symbols

Inside the back cover of this document you will find a Symbols directory showing the most common symbols you will need on your signs. You may find additional symbol meanings are required, in which case you are asked to refer to the latest British Standards. The Symbols directory may be updated from time to time and you will be sent replacement pages.

Checklist

Before selecting your slipway safety signs please use the checklist on page 46 to ensure you have considered everything you need to think about for your slipway signs.

Welsh language

If you are looking to specify safety signs for a slipway in Wales you may wish to refer to the supplementary pages about dual-language considerations (see inside back pocket of this guide).

Electronic version of this guide

A read-only pdf version of this guide, including the dual-language supplement, can be found on a CD inside the back cover. The CD also contains editable vector file templates for your sign manufacturer to work from.

Safety signs at slipways tell slipway users about hazards, prohibited actions, mandatory actions, sea safety and local water conditions. There are a variety of signs to choose from and they should be positioned in close proximity to slipways.

Design templates for slipway safety signs have been created for you to use; the content of the signs can be modified to suit your needs. Sign visuals shown are for illustrative purposes only. Any information used in the examples should not be considered accurate for the slipway shown. Dimensions are shown in millimetres.

Signs to be installed on slipways in Wales should display both English and Welsh text. If you are a slipway owner/operator in Wales you should have a Welsh supplement inside the back cover of this guide. If not, or if you would like any help with cultural considerations, please contact the RNLI (see inside back cover).

Safety signs



Access signs

There are two styles of Access signs, which are summarised on the opposite page; there are no direct rules about which to use, simply use the style that best suits your needs.

An Access sign should be placed at the main access point to a slipway; the exact position will depend on the nature of your slipway and the style of Access sign you select. The notes on the opposite page will help you determine which style of sign is most suitable for your slipway.

Each style of Access sign is divided into sections; each section has a fixed dimension and always displays the same type of information. Use the templates on the following pages to select the information you wish to display.

Colour codes

The following colour codes are essential principles of the signs:

Blue background, Pantone 281 C

- Slipway name
- Unique Slipway Location Code
- RNLI Lifeboats Supporting safety signs logo
- Emergency information
- Stay safe at sea information

White background

- Safety symbols
- Local area map information
- Local information or sponsorship logos

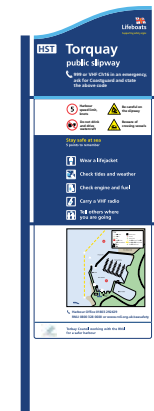
Cyan accent, Pantone 2915 C

Unique Slipway Location Code

Many beaches already operate a best-practice system for coding signs and a similar coding system has now been established for slipways. The codes provide a precise location that will help the emergency services locate an incident. You will also find these codes to be useful references when managing your slipway signs. Please refer to page 44 of this guide to determine your Unique Slipway Location Code (USLC).

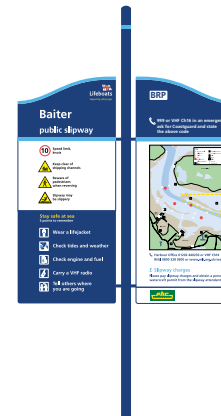
Typography

The typeface, which must be used on all signs, is Frutiger 65 Bold. Text sizes are detailed within each sign type section.



Single panel

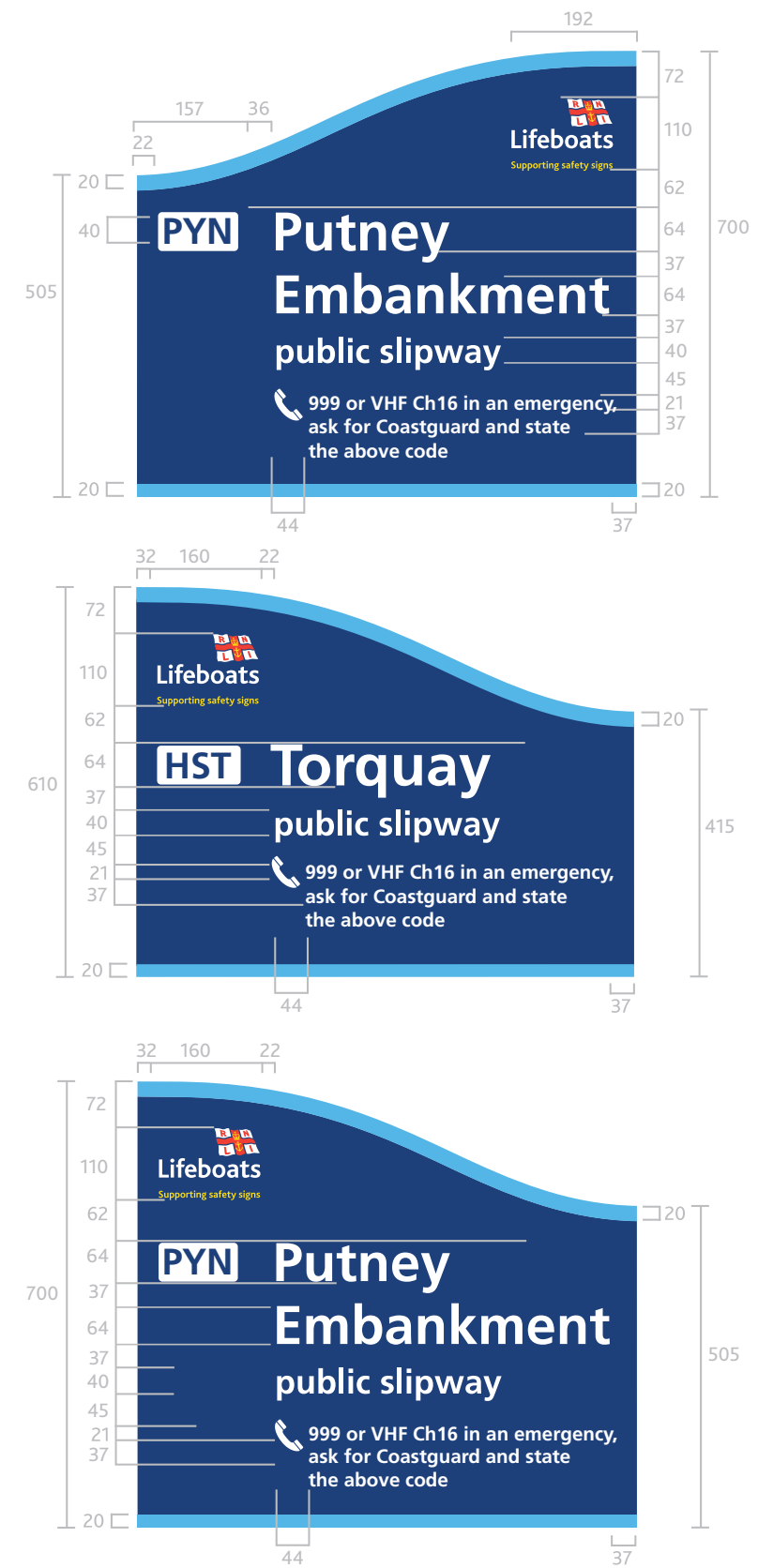
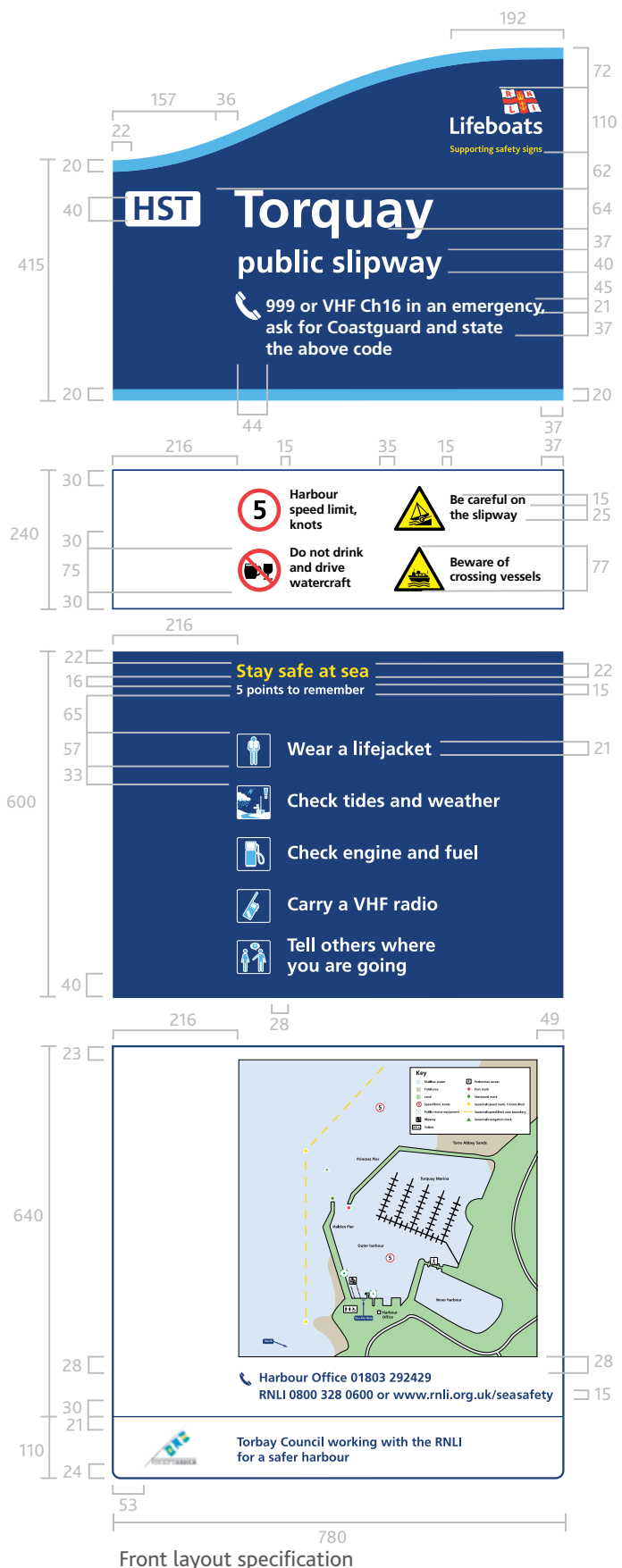
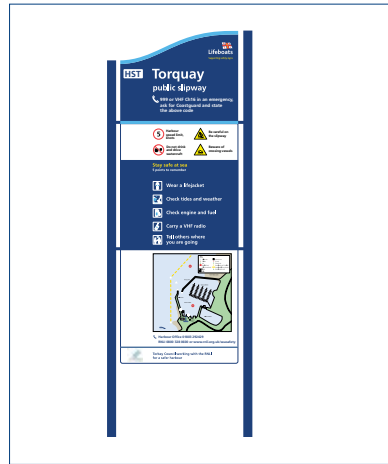
This is the smallest of the Access signs, most suited to slipways with few safety concerns and a small water area to be shown in the map. The reverse of the sign can be blank (solid blue Pantone 281 C) or, if useful, can display identical (handed) artwork as detailed on page 13.



Double panel

This style is most suited to larger slipways, fixed in a location where both panels can easily be viewed. This sign allows some flexibility for displaying additional safety symbols, slipway charges and a large-scale map. The reverse of this sign should be kept blank (solid blue Pantone 281 C).

Access signs: single panel



Specification for slipways with longer names

Reverse layout specification (one-line slipway name)

Reverse layout specification (longer slipway name)

About these signs

Blue background

The slipway name, location code, emergency text and RNLI Lifeboats Supporting safety signs logo should be displayed as shown.

White background

There is room for up to four safety symbols to be displayed and they should be displayed in order according to risk. Please choose appropriate symbols for your slipway from the Symbols directory at the back of this document.

Blue background

Sea safety advice symbols must be displayed here as shown. The artwork for these pictograms can be found in the Symbols directory and on the CD at the back of this guide. These messages are fixed messages and should not be altered.

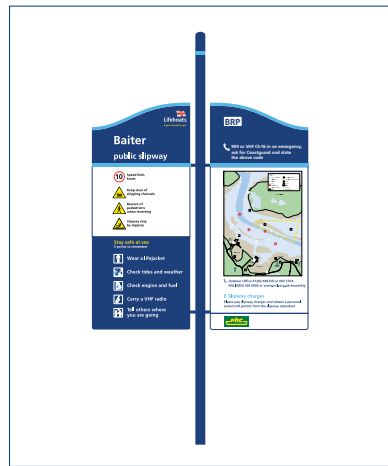
White background

A local area map showing your slipway should be displayed here. Please refer to page 24 for more information.

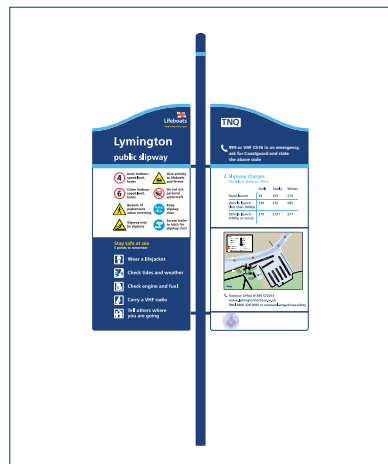
White background

Additional local or seasonal information should be displayed here, for example, marina membership details, fishing regulations or a specific slipway rule. Alternatively, up to three support or sponsorship logos/messages can be displayed, within the margins indicated.

Access signs: double panel



Double panel, example layout



Double panel, example layout

Factors to consider

There are different layout options for the design of double panel access signs. Please select from the options to best suit your needs.

You should consider the number of safety symbols needed, the detail and size of the water area to be shown, and the complexity of the slipway charges when deciding which sign layouts to use.

About these signs

Blue background

The slipway name, location code, emergency text and RNLI Lifeboats Supporting safety signs logo should be displayed as shown.

White background

There is room for up to eight safety symbols to be displayed and they should be displayed in order according to risk. Please choose appropriate symbols for your slipway from the Symbols directory at the back of this document.

Blue background

Sea safety advice symbols should be displayed here as shown. The artwork for these pictograms can be found in the Symbols directory and on the CD at the back of this guide. These messages are fixed messages and should not be altered.

White background

A local area map showing your slipway should be displayed here. Please refer to page 24 for more information about the maps. Information about slipway charges can be displayed here also, if required.

White background

Additional local or seasonal information should be displayed here, for example, marina membership details, fishing regulations or a specific slipway rule. Alternatively, up to three support or sponsorship logos/messages can be displayed, within the margins indicated.

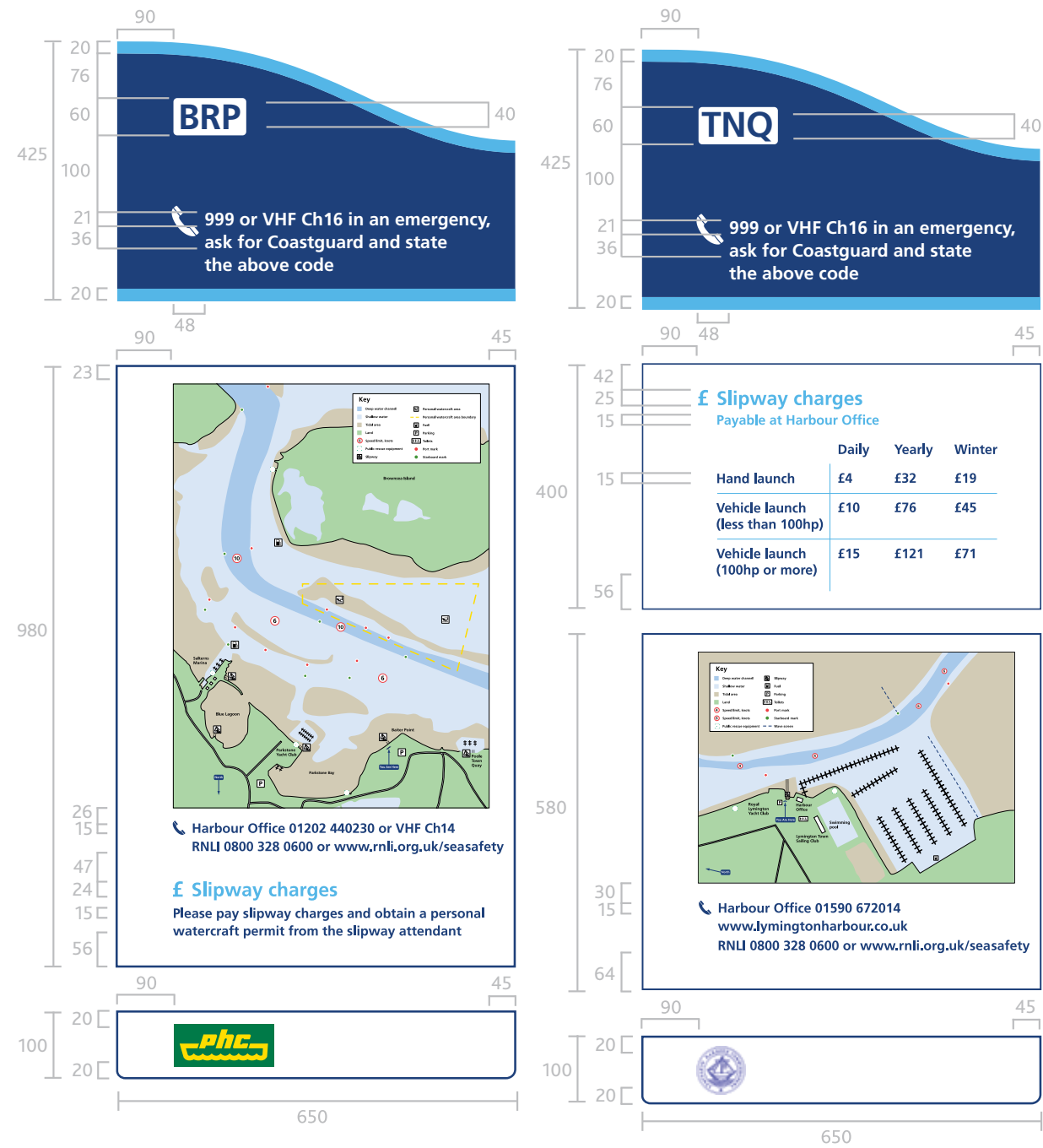
Access signs: double panel, layout options for left panel



Specification for slipways with up to four safety symbols

Specification for slipways with between five and eight safety symbols

Access signs: double panel, layout options for right panel



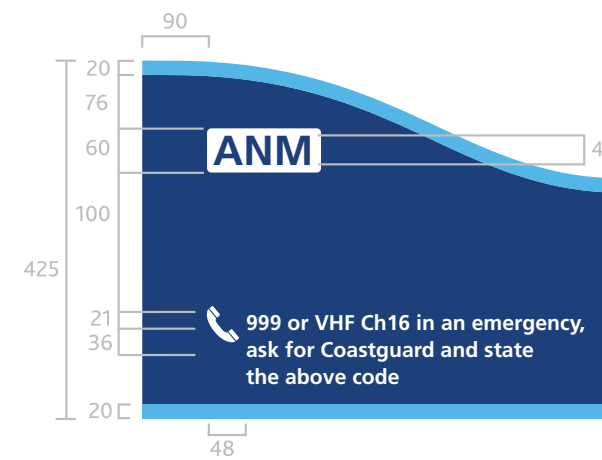
Specification for slipways with a large water area and basic slipway charging information

Specification for slipways with a medium or small water area and complex slipway charging information

Access signs: double panel, additional information



Left panel: Specification for slipways with longer names



Right panel: Specification for slipways with longer names

Reminder signs

There are two types of Reminder signs to choose from: they remind users of the risks of using either the slipway or being at sea. You can display slipway hazards/prohibitions or the RNLI's five key sea safety messages; choose the content that you feel is most appropriate to your slipway. Both are summarised below.

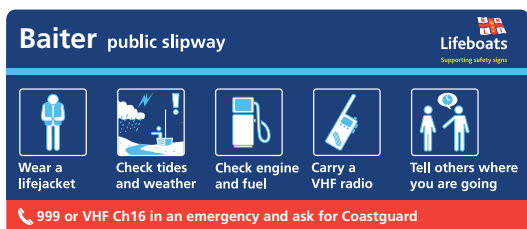
Reminder signs should be fixed in positions that best suit the slipway: for example, fixed on railings or a wall alongside the slipway, or fixed near facilities such as toilets or the pay station. The section of this guide called Placing signs (page 32) will help you decide where to fix them.

Each Reminder sign is made up of sections; each section has a fixed dimension and always displays the same type of information. Use the templates on the following pages to select the information you wish to display.



Option 1: slipway safety advice

This sign should be used at slipways that pose particular dangers or risks that you wish to reinforce to the public. These signs are suited to being fixed to low-level railings or walls close to the slipway and can display between two and four safety symbols.



Option 2: sea safety advice

This sign should be used at locations where you feel the users may not be fully aware of the measures to take to be safe at sea. This sign is a good education tool and suits being displayed near facilities such as the slipway pay station, or close to vehicles waiting to use the slipway. All five pictorial messages must be displayed on this sign.

Reminder signs: Option 1, slipway safety advice



About these signs and colour codes

Blue background, Pantone 281 C

The slipway name and RNLI Lifeboats Supporting safety signs logo should be displayed as shown.

White background

Use this area to display between two and four safety symbols that are appropriate to your slipway. The symbols should be ordered according to risk. Please choose appropriate symbols for your slipway from the Symbols directory at the back of this guide.

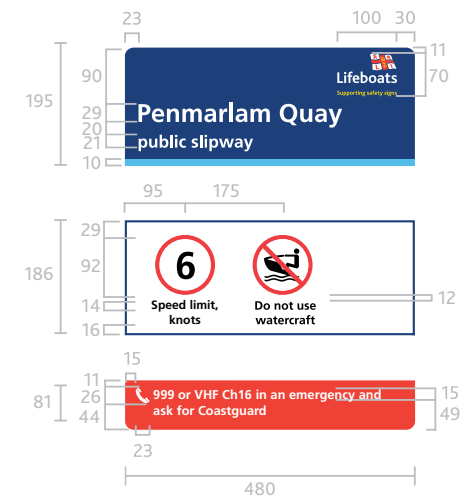
Red background, Pantone 032 C

Emergency contact information should be displayed here as shown.

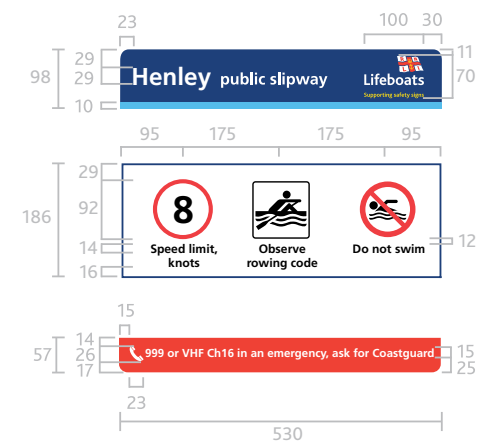
Cyan accent, Pantone 2915 C

Typography

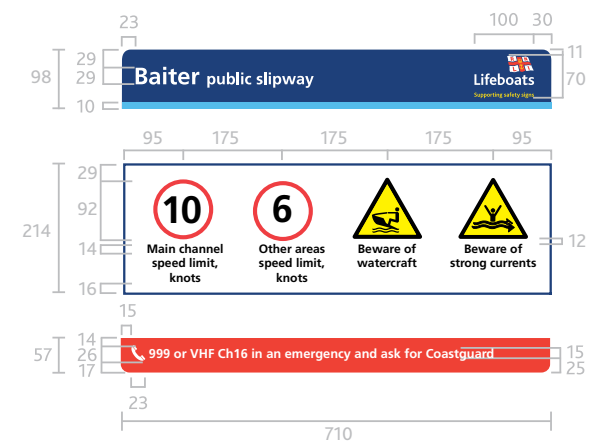
The typeface, which must be used on all signs, is Frutiger 65 Bold. Text sizes are detailed on the sign layouts (right).



Example layout displaying two safety symbols (longer slipway name)



Example layout displaying three safety symbols



Example layout displaying four safety symbols

Reminder signs: Option 2, sea safety advice



About these signs and colour codes

Blue background, Pantone 281 C

The slipway name and RNLI Lifeboats Supporting safety signs logo should be displayed as shown.

Blue background, Pantone 281 C

Use this area to display the five sea safety messages using pictograms and text as shown. The artwork for these pictograms can be found in the Symbols directory and on the CD at the back of this guide. These messages are fixed messages and must be displayed here as shown.

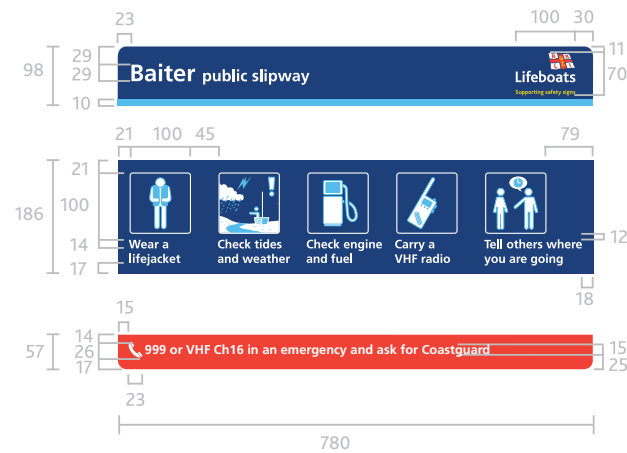
Red background, Pantone 032 C

Emergency contact information should be displayed here as shown.

Cyan accent, Pantone 2915 C

Typography

The typeface, which must be used on all signs, is Frutiger 65 Bold. Text sizes are detailed on the sign layout (right).



Daily conditions signs

Daily conditions should be handwritten by staff, using a wipe-clean marker, onto the white area of the sign to advise slipway users of the current conditions. These signs, showing the current weather and water conditions, should be used only during the hours when the slipway is staffed. They should be positioned at a suitable location close to the slipway. Daily conditions signs should be stored when not in use. These signs can either be single- or double-sided, with identical artwork on the reverse.



About these signs and colour codes

Blue background, Pantone 281 C

The slipway name and RNLI Lifeboats Supporting safety signs logo should be displayed as shown. The left-hand column allows each slipway to display daily information.

White background

Use this space to write on the daily information; this white area can be written on with an appropriate pen and cleaned with a suitable agent.

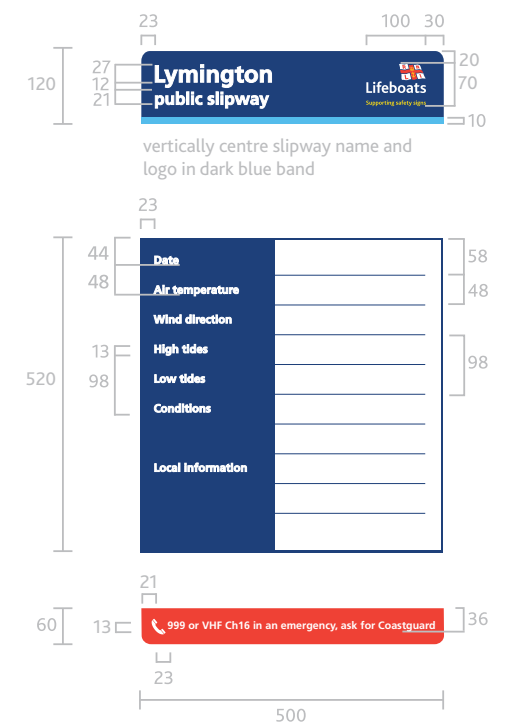
Red background, Pantone 032 C

Emergency contact information should be displayed here.

Cyan accent, Pantone 2915 C

Typography

The typeface, which must be used on all signs, is Frutiger 65 Bold. Text sizes are detailed on the sign layout (right).



Supplemental signs

At some slipway locations there may be a need to display supplemental local information to slipway users. Examples of such supplemental information are byelaws, amenities, wildlife, marine activity, pollution and fishing regulations.

The following sign layouts have been designed as templates for you to use to display supplemental local information as needed.

Typography

The typeface, which must be used on all signs, is Frutiger 65 Bold. Text sizes are detailed on each sign design template.

Use uppercase and lowercase letters as shown in all of the examples in this guide. Never use purely upper or lowercase as this hinders how easily and quickly the signs can be read.

About these signs

It is recommended that you use the colour palette shown in the templates. However, if you do have a specific need to alter a colour please ensure that all logos and text are visible against the background colour, with a minimum 60% contrast in colour.

White background – title section

A suitable title should be displayed, for example, the slipway name or a title applicable to the sign content such as 'Fishing regulations' or 'Water quality'. A sub-heading can also be used. A logo, such as your local authority or other regulatory board can be inserted into the box depicted.

Blue background, Pantone 281 C – information section
Local byelaws, fishing regulations, wildlife or marine activity are examples of information you can display in this main section of the sign. Where appropriate, symbols (shown as blank white boxes on the templates opposite) and text should be used, with an awareness to keep the messages simple and concise.

To suit your needs, some more sign content options are listed below:

- pollution, water quality or other specific daily, weekly or seasonal information can be handwritten onto a whiteboard background with an appropriate pen and cleaned with a suitable agent
- a display case could be mounted onto the sign to allow information, such as weekly water quality results or wildlife sightings, to be inserted as needed
- contact information for relevant organisations can be displayed.

Red background, Pantone 032 C
Emergency contact information should be displayed here.

Cyan accent, Pantone 2915 C



Map design

A local area map should be displayed on the Access signs. The map allows slipway users to orientate themselves before setting out to sea and is essential to locate hazards, channels and facilities such as fuel and watersports areas.

The illustrations on the following pages show the process from first obtaining both an Ordnance Survey (OS) map and a maritime chart (Admiralty Leisure Chart) through to producing a finished local area map to display on the signs.

Your local authority should hold an electronic OS map of your slipway water area. The maps can also be obtained directly from Ordnance Survey, see the Useful contacts section at the back of this guide.

Map sizes

The maximum dimensions on Access signs for finished maps are as follows:

Single panel width 515mm, height 515mm

Double panel width 515mm, height 690mm.

A map of Lymington has been used for the purpose of this example.

Step 1: obtain your OS map

Obtain an electronic OS map: it should look something like the one displayed on page 26.

Step 2: obtain your maritime chart

Obtain a copy of the relevant Admiralty Leisure Chart: it should look something like the one displayed on page 27.

Step 3: simplify the OS map

The OS map contains more detail than is needed; the map should be simplified by removing layers of information, simplifying shapes and the level of detail to leave only essential information. For example, the type of information removed from the map shown on page 28 includes the contour lines, water depth labels, private buildings and unnecessary text labels.

The essential information that remains should include slipway approach roads, slipway access points, car parking and prominent area features (with text labels if necessary).

It is important to remember that an over-simplified map will be hard to understand and similarly a map that is too cluttered with information will be difficult to read. The map should provide only the information that is relevant to the reader to help them orientate themselves, find the facilities they need and help them to navigate the water safely.

Crop your map to show only the immediate water area around the slipway.

Step 4: combine maritime chart information with OS map

You should gather information from the Admiralty Leisure Chart regarding water channels, marks, water zones for activities and fuel locations, and combine these on your newly simplified OS map.

It is recommended that you visit the slipway with both the OS map and maritime chart to check if any information has changed. For example, a new pontoon or revised layout should be reflected on your map. The example shown on the following pages of Lymington demonstrates such updates.

Step 5: orientate, add colour and labels

You should orientate the map to relate to the actual environment and the position where the reader will be standing when reading the sign at the slipway.

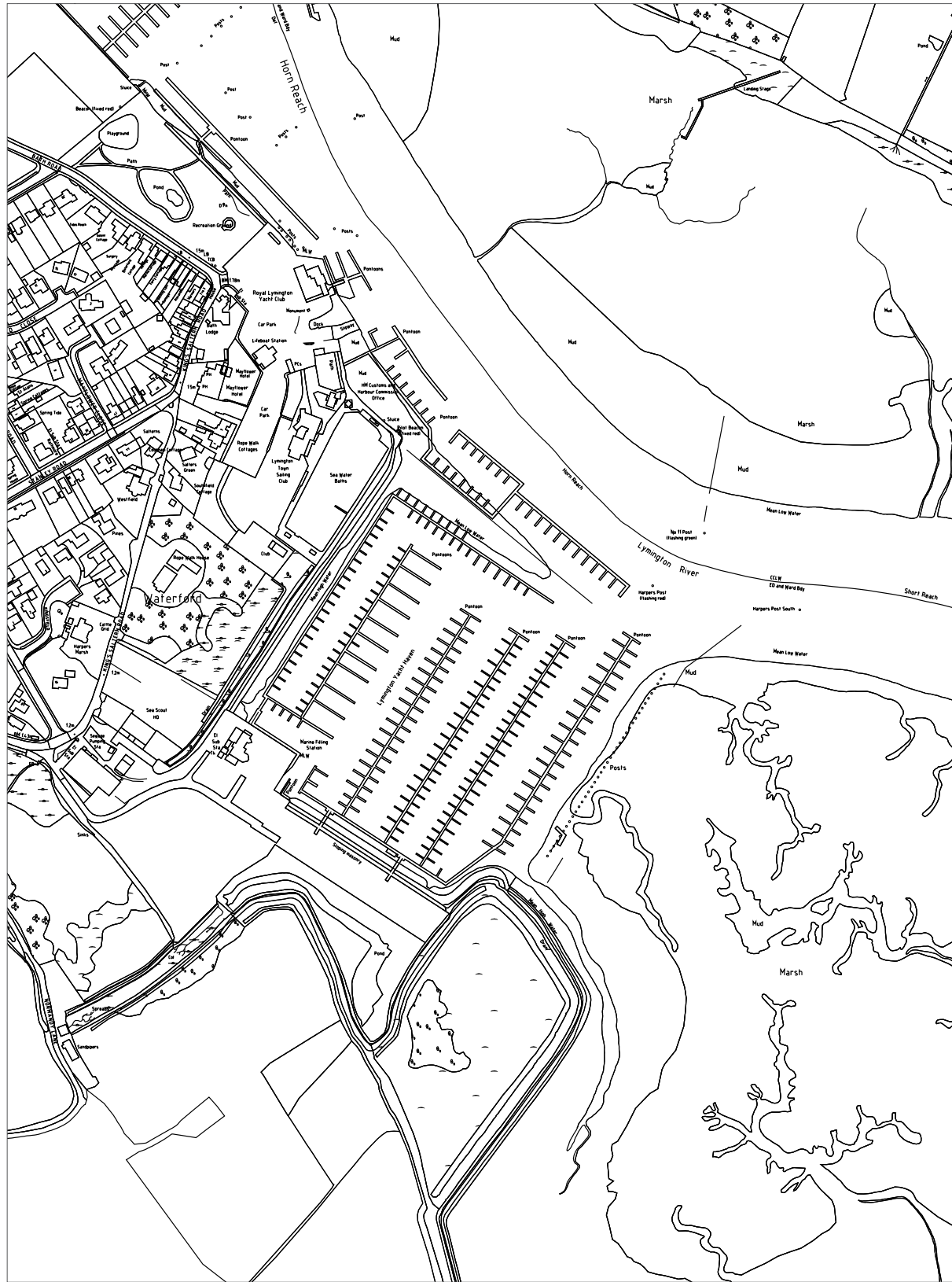
Colour should be added to the map in accordance with the colour palette shown (page 30); these colours have been specially selected. Text labels and symbols (see Symbols directory) should be added and in accordance with the sizes specified. The 'You are here' point should be clearly marked as shown.

Key map features

Every map will display different features of the water area surrounding a slipway. Listed below are some of the key features:

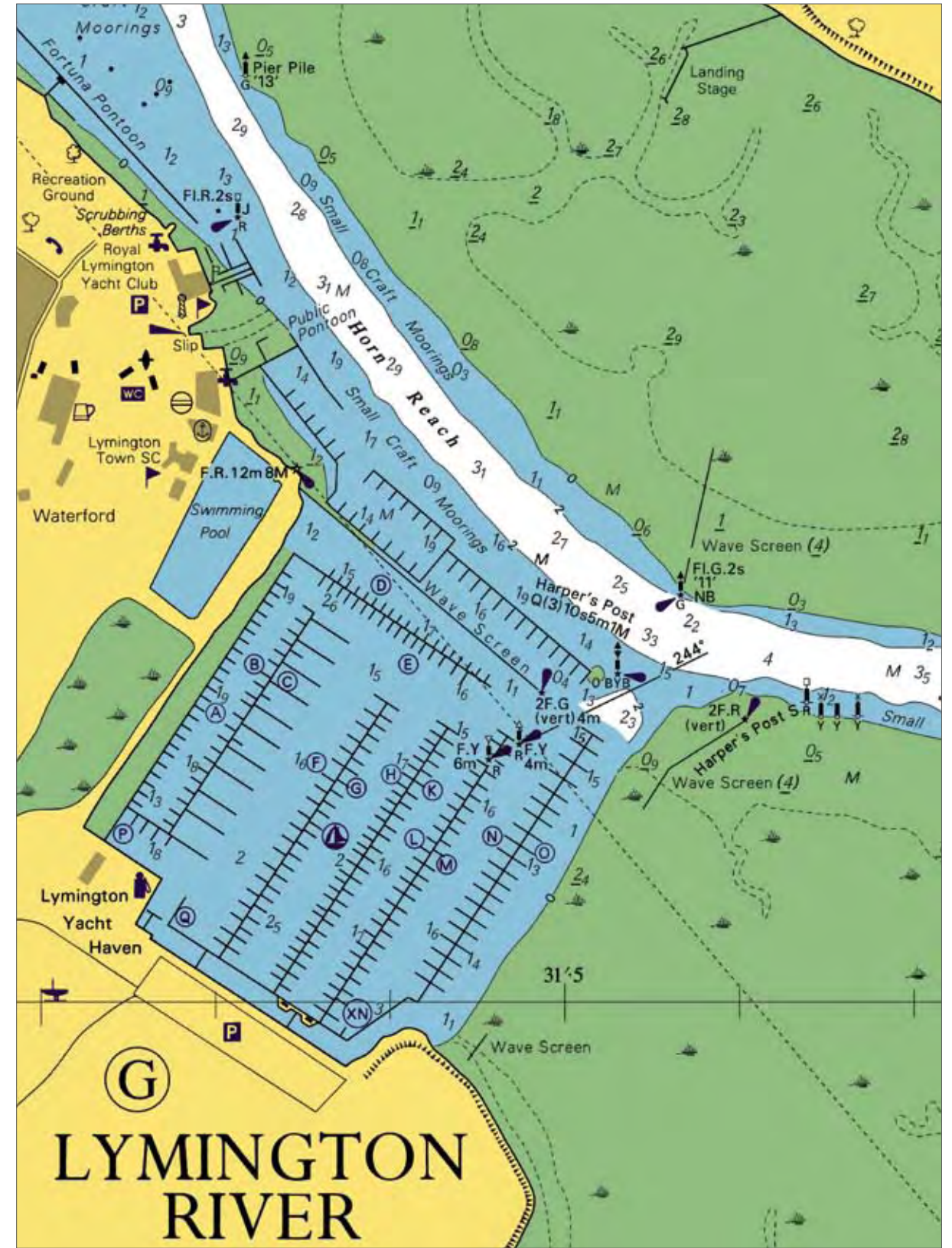
- deep water channels
- shallow water
- tidal areas
- personal watercraft areas
- water speed limits in knots
- marks – port, starboard and seasonal
- cardinal marks.

Step 1: obtain your OS map



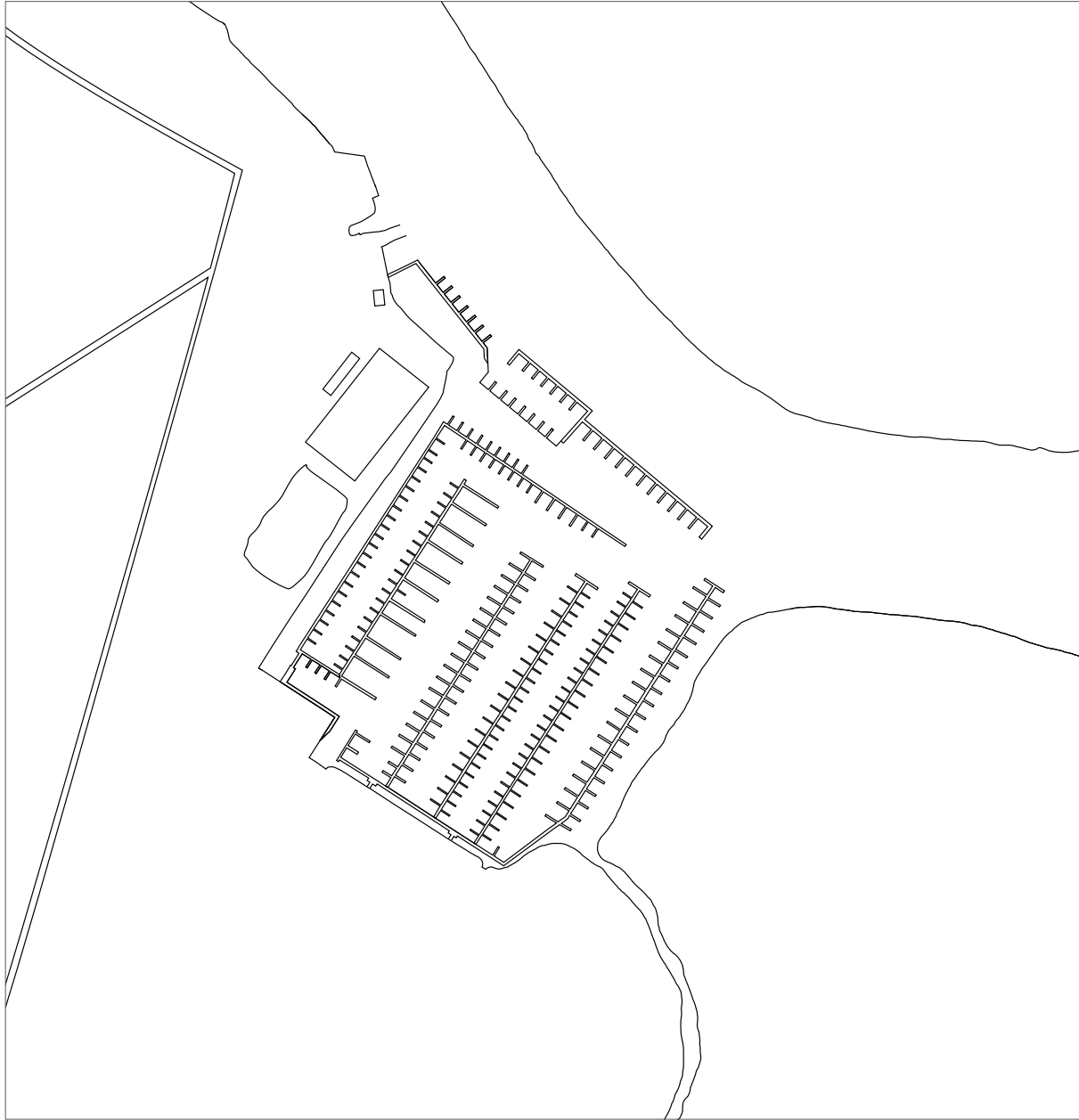
Dotted Eyes © Crown Copyright 2007. All Rights Reserved. Licence number 100019918.

Step 2: obtain your maritime chart

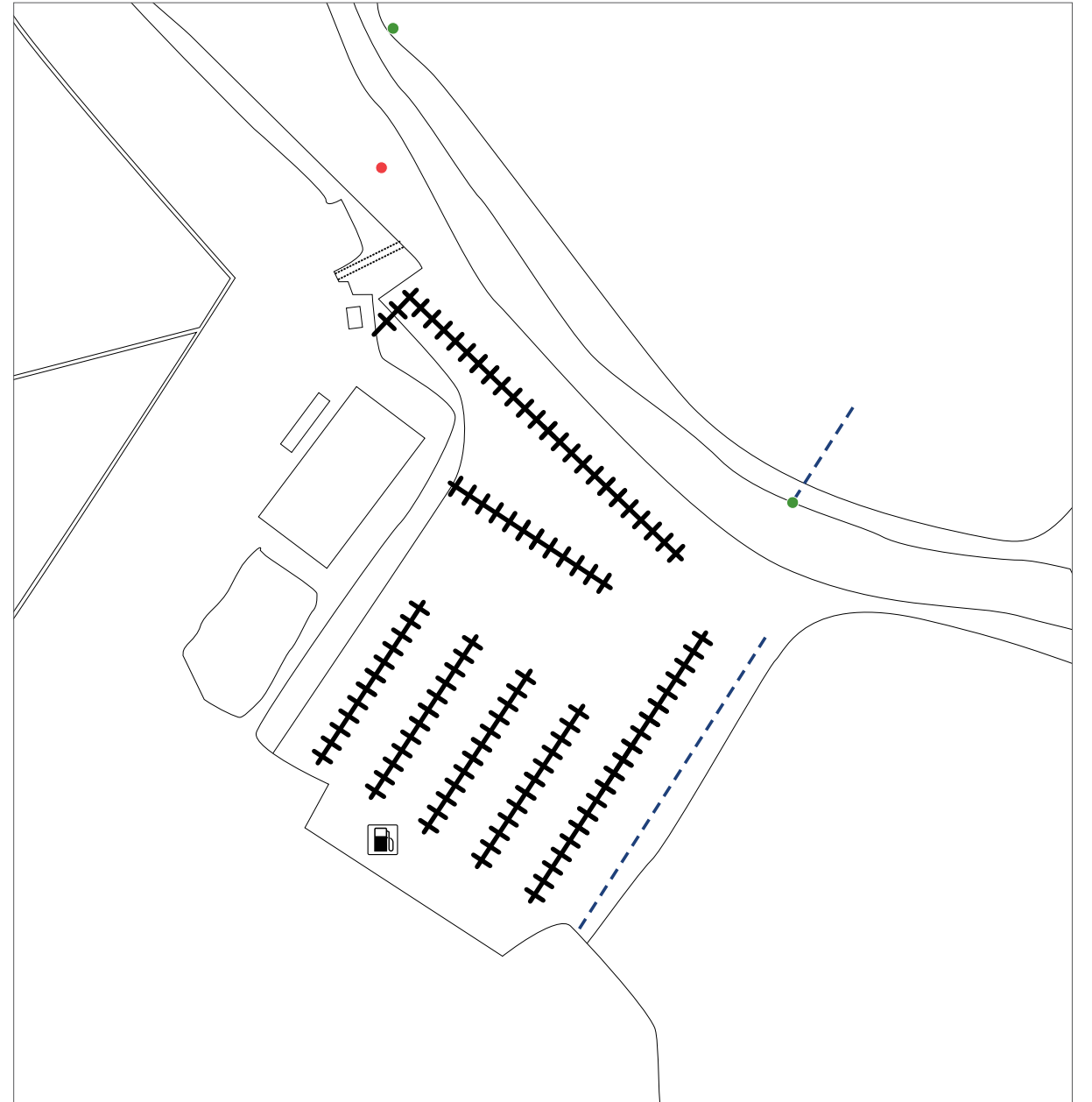


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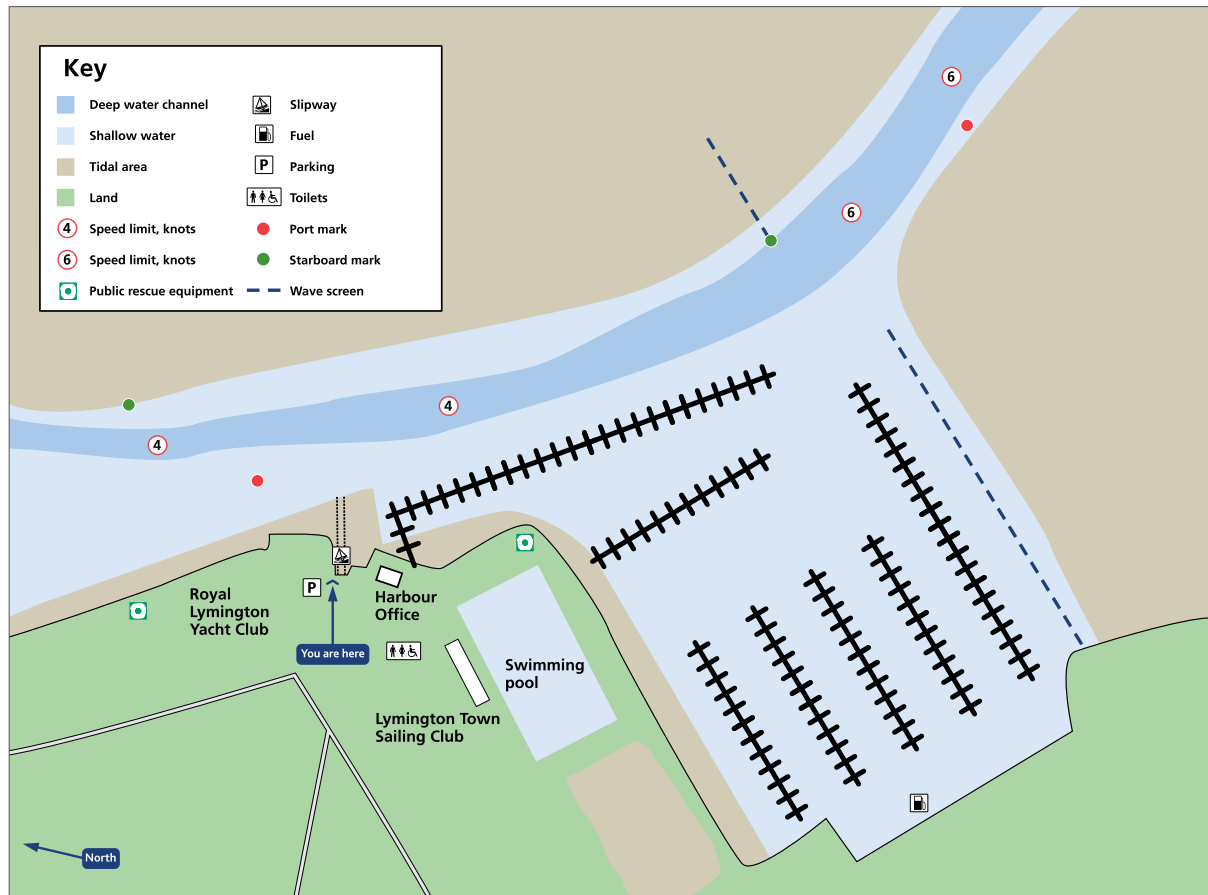
Step 3: simplify the OS map



Step 4: combine maritime chart information with OS map



Step 5: orientate, add colour and labels



Map not to be used for navigation

Selection of colour codes and marks

Deep water channel Pantone 2925 C, 40%	Shallow water Pantone 2925 C, 16%	Symbols 12mm dimension
Tidal area Pantone 7535 C, 70%	Land Pantone 361 C, 50%	Roads 20% black
Port mark Pantone 185 C	Starboard mark Pantone 363 C	Special marks Pantone 281 C
Cardinal mark, north Pantone Process black C and Pantone Process yellow C	Cardinal mark, east Pantone Process black C and Pantone Process yellow C	Seasonal mark Pantone 109 C
Cardinal mark, south Pantone Process black C and Pantone Process yellow C	Cardinal mark, west Pantone Process black C and Pantone Process yellow C	Personal watercraft area boundary, Pantone 109 C
		Text 4.7mm cap height

Map scale and positioning

Before adding text and symbols to your map, crop, orientate and scale the map to fit within the margins of the map panel area on the Access sign you are using. Position the map between the margins on the sign.

Contact information

Underneath the map there is an area to display harbour office and RNLI contact information. Some examples are listed below, please tailor to suit your desired contact methods:

1. Harbour Office 023 9246 3419
RNLI 0800 328 0600 or www.rnli.org.uk/seasafety
2. Harbour Office 01202 440230 or VHF Ch14
RNLI 0800 328 0600 or www.rnli.org.uk/seasafety
3. Harbour Office 01590 672014
www.lymingtonharbour.co.uk
RNLI 0800 328 0600 or www.rnli.org.uk/seasafety
4. London VTS – VHF Ch14, 020 8855 0315
www.portoflondon.co.uk
RNLI 0800 328 0600 or www.rnli.org.uk/seasafety

TNQ

999 or VHF Ch16 in an emergency, ask for Coastguard and state the above code

£ Slipway charges

Payable at Harbour Office

	Daily	Yearly	Winter
Hand launch	£4	£32	£19
Vehicle launch (less than 100hp)	£10	£76	£45
Vehicle launch (100hp or more)	£15	£121	£71

Harbour Office 01590 672014
www.lymingtonharbour.co.uk
RNLI 0800 328 0600 or www.rnli.org.uk/seasafety

Placing signs

When deciding which signs you need for your slipway and where to place them it is important to consider the slipway size and assessment of risk. You may not need to use all of the sign types shown in this guide.

For ease of understanding, this guide groups slipways into three categories – rural, typical and developed. It is appreciated that your slipway may have features of all categories, but these examples should help you decide where to place signs around your slipway.

The illustrations on the following pages show a rural slipway, typical slipway and a developed slipway; the blue markers on the illustrations represent typical sign fixing positions and are defined below:

- A** Access sign
- R** Reminder sign
- D** Daily conditions sign
- S** Supplemental sign

Advice about placing signs

When deciding on fixing locations for your signs it is important to consider the following advice:

Access signs

Access signs mounted to the ground must be fixed adjacent to the footway rather than directly on the footway. If the signs are fixed on the footway they will create an obstruction. Care should be taken to ensure the sign is clearly visible to people approaching the slipway.

Reminder signs

Reminder signs are intended to reinforce messages to people already using the slipway. These signs can either face the slipway or the water, be fitted to an adjacent wall or railing, or they can be fitted alongside facilities such as the harbour office or toilets. It is important that the position of these signs relates to the hazard/action they are communicating a message about and that they are legible from the intended viewing distance at all tide heights.

Daily conditions signs

A Daily conditions sign should be located near the harbour office/payment booth to allow the information to be kept up to date. The signs should be stored in the harbour office outside service hours. These signs can be either wall mounted or fixed into a swing-sign frame; page 36 explains more about fixing options.

Supplemental signs

The fixing of a Supplemental sign will vary between slipway locations, depending on the site features and chosen sign content. It may be fixed alongside the slipway on an adjacent wall or railing, or fixed close to payment facilities, either inside or outside.



Rural slipway



Typical slipway



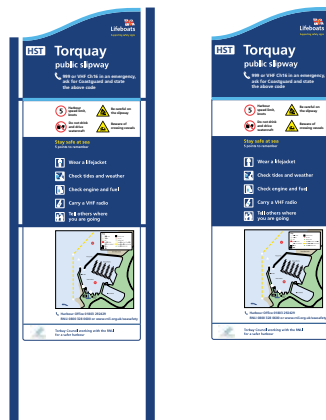
Developed slipway

- A** Access sign
- R** Reminder sign
- D** Daily conditions sign
- S** Supplemental sign



Fixing methods

Some signs have a variety of fixing options, whereas others are more limited. The options are outlined below and you should select the most appropriate to suit your site and needs. All fixing posts should be matched to blue Pantone 281 C.



Access signs: single panel

The single panel sign has two fixing options.

Post mounted

Mounted using two posts with cross-support bars as shown on the left. The sign panel should be 525mm from the ground. The post heights are:

- One-line slipway name: 2530mm and 2725mm
- Two-line slipway name: 2620mm and 2815mm.

The posts should be blue Pantone 281 C.

Wall mounted

This sign design can be made as a single-sided tray sign and mounted directly to the wall. The sign should be positioned 525mm from the ground.



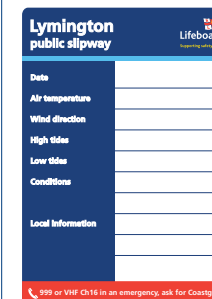
Access signs: double panel

There is only one way of fixing the double panel sign and that is to fix it to one post with cross-support bars. The post should measure 2730mm in height and should be blue Pantone 281 C and cyan Pantone 2915 C as shown on the left. The panels should be fixed to the central post creating an internal angle of 140°. This angle helps the reader read both of the panels more comfortably. The panels should be positioned 763mm from the ground.



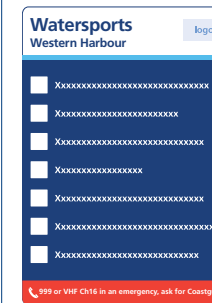
Reminder signs

These signs can be fixed to railings, a fence or wall. The panels should be positioned 1200–1500mm from the ground. Consideration should be given to comfortable reading height if the sign is placed adjacent to the slope of a slipway.



Daily conditions signs

There are options for fixing a Daily conditions sign. If it is double sided it can be fixed within a standard swing frame. Alternatively, the information can be manufactured as a single-sided sign mounted to railings, a fence or wall.



Supplemental signs

These signs can be fixed to railings, a fence or wall. The panels should be positioned 1200–1500mm from the ground.

Sign manufacture

There are many materials, processes and methods for producing signs and manufacturers often specialise in specific materials or products. It is a good idea to work with your chosen sign manufacturer to ensure you make the most effective use of your budget.

The visuals on pages 39 and 40 show the ideal manufacturing options/design intent guidance for each of the sign types. Tray and plate signs are illustrated. When considering the options please use this design intent guidance and discuss with your chosen sign manufacturer.

Materials and graphics

The material and the process used to apply graphics are the two main factors that affect the cost and performance of a sign. The choice of material affects how the graphics are applied; talk to your chosen sign manufacturer and they will be able to give you some costs and more detailed information. Options are noted below with some advantages and disadvantages.

Aluminium with stove enamel finish is sturdy and hard wearing; the enamel gives a durable matt finish. Graphics can be applied by vinyl or screen printing. Vinyl is available in a range of grades, which affects durability and colour-fade resistance. An anti-graffiti film or UV resistant clear varnish can be applied. In general terms vinyl may be cheaper for a one-off sign whereas screen printing will give better value with larger quantities.

A *high-quality digital vinyl print* can be applied to aluminium before an anti-graffiti film is applied. Care should be taken to ensure your chosen sign manufacturer offers a high-quality digital service.

Composite plastic/aluminium is a lightweight option, although not always better value. Stove enamel or a digital vinyl print can be applied.

Foamex/PVC may provide the cheapest option, but will not be very durable. The graphics can be applied as vinyl, but will be very susceptible to damage. Care should be taken over the sign finish – a matt finish will allow easier reading of the graphics.

All of the signs specify radius corners, which eliminates sharp edges that may otherwise cause injury.

Cost saving

Bulk ordering will always reduce the overall cost of a sign system. You should consider ordering signs for more than one slipway at a time, or link up with other slipway operators/owners and place your orders with the same sign manufacturer.

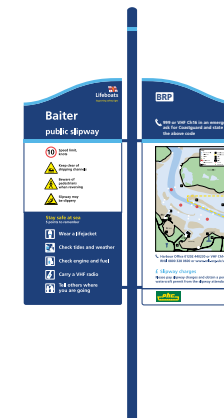
Maintenance

It is important that a regular maintenance programme is in place to ensure your signs remain in a good, legible condition. The frequency of cleaning will depend on the sign manufacturing method chosen and the weather. Maintenance should include cleaning with the recommended solutions, and also repair if necessary. Your sign manufacturer will be able to give you specific maintenance advice.



Access signs: single panel

Tray sign minimum 20mm depth. If it is double sided two trays must be fitted back to back. Signs have radius corners for safety. Powder-coated posts can be aluminium or steel. If steel is used it must be galvanised first. If the reverse of the sign is blank it should be blue Pantone 281 C.



Access signs: double panel

Two tray signs fitted back to back to form one panel, minimum 20mm tray depth. Signs have radius corners for safety. Powder-coated posts can be aluminium or steel. If steel is used it must be galvanised first. The reverse of the sign panels should be blue Pantone 281 C.



Reminder signs

Single sided: use a tray or plate sign. Double sided: fit two tray signs back to back. Signs have radius corners with smooth edges – this is particularly important, for safety reasons, if it is a plate sign.



Additional information



Unique Slipway Location Code

The coding of slipway signs is a new scheme introduced at various locations throughout the UK. The Unique Slipway Location Code (USLC) gives each sign a precise location that will help the emergency services locate an incident. You will find this numbering system a useful reference code when managing your slipway safety signs.

Please contact your local emergency services to determine if the USLC scheme is operating in your local area. The Coastguard will be a useful starting contact.

At the back of this guide you will find a comprehensive list of over 800 suggested codes that will help you form your USLC. If your slipway is featured in this list then please use the code indicated in the list. If your slipway is not listed then please start from Step 1 opposite, checking each time to see if the code you devise has already been used elsewhere. If the code is already in existence at another location then continue with Step 2 and so on.

Step 1

- Take the *first* letter from the *first* word forming the name of the slipway.
- Take the *last* letter from the *first* word.
- Take the *first* letter from the *second* word.

This provides a three-letter unique slipway code.

For example, Boatstrand Slip Waterford would be BDS.

If this code is repeated elsewhere then follow Step 2.

Step 2

- Take the *first* letter from the *first* word forming the name of the slipway.
- Take the *last* letter from the *first* word.
- Take the *first* letter from the *last* word.

For example, Boatyard Slipway Heswall becomes BDS using Step 1, but as this is a code repeat, use Step 2 to change this to BDH.

If the code is still repeated elsewhere then follow Step 3.

Step 3

- Take the *first* letter from the *first* word forming the name of the slipway.
- Take the *last* letter from the *first* word.
- Take the *last* letter from the *last* word.

For example, Burghead Harbour Ramp Burghead becomes BDH using Step 1. However, this is a code repeat, so use Step 2 to make it BDB (which is also a repeat). Instead use Step 3 to make it BDD.

In some cases this can still provide a code repeated elsewhere, in which case you will need to use Step 4.

Step 4

- Take the *first* letter from the *first* word forming the name of the slipway.
- Take the *last* letter from the *first* word.
- Take the *second* or subsequent letter of the last word.

For example, Bridge Slip Staines becomes BES using Step 1, then BES using Step 2 and BES using Step 3. Step 4 will make it BET.

Step 5

If the name of your slipway has only three letters you can use this name as the code, providing it is not repeated elsewhere.

If the name of your slipway has only one word that is longer than three letters:

- Take the *first* and *last* letter from the name.
- Take the *second* or subsequent letter from the name.

For example, Withernsea becomes WAI.

Step 6

Should you find that Steps 1 to 5 still provide you with repeated codes then take the *first* letter from each of the *first three* words.

For example, Harvester Pub Crookham becomes HPC.

Continue to Step 7 if this code is still repeated.

Step 7

- Take the *first* letter from the *first* word forming the name of the slipway.
- Take the *first* letter from the *last* word.
- Take the *last* or subsequent letter of the *last* word.

Step 8

Use any combination that does not incorporate any codes already in existence.

Step 9

You will find a USLC registration form in the USLC booklet at the back of this guide. Complete the form and give it to your local Coastguard contact before you place an order for your signs. To get in touch, email infoline@mcga.gov.uk or call 0870 600 6505. It is very important they are aware of the USLCs; they will make sure USLCs are not duplicated elsewhere.

London borough slipways

If your slipway is located in a London borough you should check with your relevant authority to find out if there is a borough coding scheme that you should be using on your Access signs.

Checklist

Before you place an order for some signs it is worth following this checklist to make sure you have considered everything concerning safety signs and symbols at your slipway. You might find it useful to take a copy of this page and use the check boxes to tick off items as you consider them.

1. Slipway risk assessment

- Visit your slipway to complete a risk assessment.

2. Sign types

You will probably need a selection of signs for your slipway.

- Visit your slipway

Consider the need for each of the following sign types:

- Access signs: single or double panel
- Reminder signs: slipway safety advice
- Reminder signs: sea safety advice
- Daily conditions signs
- Supplemental signs

Remember to consider the signs in a sequence across the whole slipway area.

3. Access signs

- Consider the information content to determine if you need a single- or double-panel sign.

Here is a reminder of how to make this decision:

- Single panel:
Up to four safety concerns at the slipway and a small water area to show on the map.
- Double panel:
Up to eight safety concerns at the slipway, a large water area to show on the map and additional information such as slipway charges.

Think about the other elements of Access signs:

- Determine your USLC and advise the Coastguard by completing a copy of the USLC registration form on page 11 of the Unique Slipway Location Codes inside the back cover.
- Choose the safety symbols you wish to display on the sign from the Symbols directory at the back of this guide.
- Get your OS map and maritime chart and stylise as explained on page 24.
- If using the double-panel sign, think about if you wish to display slipway charges.
- Source any sponsorship logos or messages you wish to appear in the white area at the bottom of the sign.

Remember to display the RNLI Lifeboats Supporting safety signs logo at the top of the sign.

4. Reminder signs

There are two types of Reminder signs. You can use only one, both or neither, depending on your slipway.

- Option 1: slipway safety advice
Choose between two and four safety symbols that are appropriate to your slipway.
- Option 2: sea safety advice
The content and size of this sign are fixed.

5. Daily conditions signs

- The content and size of this sign are fixed. These signs should only be used during hours when the slipway is staffed and daily conditions can be handwritten onto the sign by staff.

6. Supplemental signs

- If you find you have supplemental information you wish to display at your slipway it may be useful to order a Supplemental sign. These signs could display information about byelaws, amenities, wildlife, marine activity, pollution and fishing regulations.

7. Placing signs

- Visit your slipway and think about the locations for your signs.
- You should consider the slipway size and refer back to your risk assessment.

8. Sign fixing methods

- Think about the most appropriate fixing method for each sign you are ordering.
- Take into account fixing location, visibility of the sign, feasibility and safety aspects. Speak to your chosen sign manufacturer to get advice.

9. Sign manufacture

- Evaluate your financial budget and which manufacturing method would be most suitable for your needs.
- Contact a sign manufacturer to discuss the cost options.

10. Useful reading and contacts

- Please refer to the Useful reading suggestions on page 48 and the Useful contacts on the inside back cover of this guide to help you with your slipway signs.

11. Ordering signs

- Use the order form(s) on the CD (found inside the back cover of this guide) to specify the signs you need to your chosen sign manufacturer.

12. Maintenance

- It is important that you consider future maintenance schemes when deciding on manufacturing and fixing methods.
- The signs should be checked on a regular basis for damage, graffiti and dirt; a frequent maintenance programme should be in place to clean the signs with an appropriate cleaning agent as recommended by your chosen sign manufacturer.

Useful reading

You may find it useful to refer to the other recognised documents that relate to signs and symbols that are associated with slipway safety.

British Standards

BS 5499–5 *Graphical symbols and signs. Safety signs including fire safety signs. Part 5: Signs with specific safety meanings*

BS 5499–11 *Graphical symbols and signs. Safety signs including fire safety signs. Part 11: Water safety signs*

BS 8501 *Graphical symbols and signs. Public information symbols*

RNLI

A guide to beach safety signs, flags and symbols, 2007

A guide to coastal public rescue equipment, 2007

Ordering signs

To help decide your sign requirements, please complete the relevant step-by-step order form(s) found on the CD at the back of this guide. These forms can then be sent to your chosen sign manufacturer as an order. To use the forms you must be familiar with this guide and the signs you want.

Useful contacts

- RNLI Sea Safety
RNLI
West Quay Road
Poole, Dorset
BH15 1HZ
t 0845 122 6999
e seasafety@rnli.org.uk
w www.rnli.org.uk/seasafety
- Admiralty Leisure
UK Hydrographic Office
t 01823 337900
w www.ukho.gov.uk
- Boatlaunch
t 020 7274 4153
w boatlaunch.co.uk
- British Marine Federation
t 01784 473377
w www.britishmarine.co.uk
- BSI – British Standards
t 020 8996 9000
w www.bsi-global.com
- Dotted Eyes (OS map supply)
t 01527 556920
e info@dottedeyes.com
w www.dottedeyes.co.uk
- Maritime and Coastguard
Agency
t 023 8032 9100
e infoline@mcga.gov.uk
w www.mcga.gov.uk
- Ordnance Survey
t 0845 605 0505
w www.ordnancesurvey.co.uk
- Royal Yachting Association
t 0845 345 0400
w www.rya.org.uk
- The Royal Society for the
Prevention of Accidents
t 0121 248 2000
e help@rospa.com
w www.rospa.com
- Wilsher Design
(sign and symbol design)
e info@wilsherdesign.com
w www.wilsherdesign.com