

COVE PARK

Handbook
Spring - Summer 2022

Welcome to Cove Park

Preparing for your residency and COVID-19 Guidance

This Handbook has been produced for use before and during your stay.

Please read it when preparing for your residency. If you have any questions in advance of your residency, please contact a member of the team via email or phone.

Please confirm your arrival time with a member of the team as soon as you can. Accommodation will be ready to enter from 12 noon, but you are welcome to arrive before this time and to be based in the Jacobs Building.

When you arrive you will be met by a member of the team who will give you a tour of the Jacobs Building, introduce you to colleagues, and answer any questions.

As we are currently operating a work from home policy, in line with Scottish Government COVID-19 guidance, some members of the team will be working from home, but we can all be contacted via email or phone (please see contact details on page 18).

You can also use this [feedback form](#) to report any maintenance issues.

Office: (+44) 01436 850500

E-mail: information@covepark.org

Web: www.covepark.org

Director of Facilities: Sarah@covepark.org / 07513074991

Coronavirus Covid-19

Coronavirus Covid-19: Resident Guidance

We are committed to minimising the risks of COVID-19 for our residents and staff and need your understanding and co-operation to achieve this. As members of the Cove Park community, we all have a responsibility to follow guidance to minimise transmission and to reduce the risk of infection as much as we can.

Useful strategies to minimise the risk of contagion are:

- Wear a face mask when inside and not at a desk in the Jacobs Building
- Wash your hands regularly and use hand sanitiser
- Observe physical distancing guidelines
- Sneeze or cough into a tissue and bin it immediately
- Avoid touching your face, particularly nose, eyes and mouth

Cove Park will:

- Ensure that all appropriate cleaning is undertaken in Jacobs building and accommodation.
- Provide hand sanitiser and disposable face coverings
- Maintain good ventilation in share spaces
- Minimise staff presence where possible to reduce potential transmission

14 days before your arrival you will:

Comply with current guidance regarding social distancing and contact
Order a pack of 7 COVID-19 Lateral Flow tests online.

[England](#)

[Scotland](#)

5 days before your arrival you will:

Take a COVID-19 Lateral Flow test

24 hours before your arrival you will:

Take a second COVID-19 Lateral Flow test

If you are positive. PLEASE DO NOT TRAVEL TO COVE PARK. We will rearrange your residency whenever possible.

On the day of your arrival:

- Please do not travel if you have COVID-19 symptoms or have been told to isolate.
- Follow Scottish Government guidance when travelling to Cove Park.
- Bring a personal supply of hand sanitiser and face coverings.

- Bring plenty of medication, in case you need to stay longer than originally planned.
- Please adhere to systems and procedures, which may change during your stay

While in residency at Cove Park:

Please take Lateral Flow tests every 3 days.

If you test positive, you need to immediately self-isolate and follow the appropriate guidance as per [NHS Scotland Inform](#)

If you feel unwell at any time during your stay, and develop any of the COVID-19 symptoms, please call NHS 111 and notify a member of the Cove Park team by phone or email. In accordance with Scottish Government guidelines, you should immediately self-isolate and follow the appropriate guidance as per [NHS Scotland Inform](#).

After you leave please:

Let us know if you develop any of the COVID-19 symptoms or test positive within 2 weeks of your residency.

Introduction

Based on an outstanding 50-acre site on Scotland's west coast, Cove Park offers a breath-taking rural location just 60 minutes from Glasgow by road or rail.

Eileen and Peter Jacobs founded Cove Park in 1999 as a charity and international resource dedicated to artistic excellence and the professional development of individuals and groups working within the arts and creative industries. Cove Park operates an annual programme of residencies that support individuals whose ideas, work and working practices are of high quality and are at a key stage of their careers. Residencies are developed through partnerships with organisations in the arts, education and cultural sectors in Scotland, the UK and abroad.

Aims and Ethos

The aims of the programmes at Cove Park are:

- To provide individuals with time, space and freedom to undertake significant research, develop their practice/s and ideas, and/or produce new work.
- To provide a programme of residencies and activities to facilitate collaboration, exchange, networking and dialogue between individuals and across art forms.
- To promote exchange between the arts, encompassing the visual arts, performance, creative and critical writing, music, theatre, film and video, photography and crafts; the creative industries including the fields of design, architecture, media, communications and digital technology; and the academic and scientific sectors.
- To work in partnership with key individuals and organisations within Scotland, the UK and internationally, to ensure that Cove Park maintains a transnational profile and that residents are able to benefit from its network and knowledge.
- To ensure that Cove Park continues to develop, engage and involve a breadth of audiences and participants in its activities, including practitioners, theoreticians, experts and non-experts.
- To ensure that Cove Park remains a site of outstanding natural beauty.

The Site

Cove Park comprises 50 acres of land and was previously a conservation park. Within the park there are several points of interest including a bridge by former resident Richard la Trobe Bateman (2001). It is important to note that the site has a wildness that enhances its beauty. This means that paths can be uneven, roads a little bumpy and livestock (sheep) sometimes roam free.

The Jacobs Building, main car park and two accommodation units (one of which is accessible) with adjoining studios are located at the top of the site and the remainder of the accommodation and studios are located lower down the hill (a couple of minutes' walk). There is one path, which is lit by solar lights, and an unclassified road that runs through the site.

Cove Park's 4x4 vehicle will be available to you during your residency if you have a full driving license and are over 25. If you are driving to us, it is possible to park down site and you may wish to do this to easily get your luggage to your accommodation unit. Alternatively, please be prepared to travel light or to make multiple trips between the car park drop off and your accommodation.

Safety and Security on Site

There are a few cautions as to the use of the site. Cove Park has sheep and two Highland cows as well as some unusual plants. Gates on the path between the Jacobs Building and accommodation down-site should be closed behind you.

The terrain is rough and only the main route (a footpath) between the accommodations and the Jacobs Building is lit at night. Please always use caution when out and about (particularly during times of severe weather). Please ensure you walk on the chicken wire when on wooden surfaces, particularly when the weather is wet. We do have third party insurance, but we cannot accept responsibility for residents' neglect of these cautions.

We endeavour to have a First Aid trained member of staff onsite during office hours. There is no trained first aider available during the evenings and weekends. There is a fully stocked first aid kit in the kitchen within the Jacobs Building. All accidents or injuries should be communicated to the staff team to allow the accident book to be completed appropriately.

There is a defibrillator attached to the external wall of Studio 5 beside the Jacobs Building.

All accommodation units detail our Fire Action Plan. All units include a fire extinguisher, fire blanket and emergency whistle. Please prioritise your own

safety and only tackle a fire if safe to do so. If you evacuate your accommodation or studio, and if possible, use the whistle to alert others on site. The muster point is by the bins in the car park at the Jacobs Building. We test the fire alarm every Tuesday morning.

If you are keeping a car on site, please park it on the gravel area near to the Jacobs Building. We do not recommend using your own car on the tracks onsite as they are due to be resurfaced. If you wish to transport your luggage etc then we can do so using the Cove Park car.

There are head torches stored in the boot room should you need one while during your stay. Please return them after use.

The Jacobs Building

The Jacobs Building will be open 24 hours and staffed between 9.00 and 17.00 Monday to Friday, if staff are not in the office due to home working, they can be contacted using the below contact details.

The housekeeping team will be on site each morning to clean the Jacobs Building. We ask that you wear a face covering, if possible, when moving around the building. Face coverings can be removed when seated at a desk or eating. We ask that you try and maintain a 1-meter social distance from other residents and staff. You can access the Jacobs Building outside of office hours by using the communal key. This will be shown to you on arrival.

Wi-fi is available throughout the building.

Kitchen

The kitchen is available for use. We would also ask that doors / windows are kept open for ventilation.

In the Jacobs building a basic pantry of pasta, rice, pulses, oils and spices that all residents can use. We have two fridges one is for communal use and one is for personal use. If you have food that you are happy for people to use, please place it in the communal dry storage / fridge.

All areas of the Jacobs Building should be left tidy and clean after use; cleaning spray will be left in the kitchen. All dishes should be washed in the dishwasher to ensure that they are sanitised for the next person to use. Cooking facilities are available in all accommodation units.

Recycling and Carbon Footprint

Cove Park is dedicated to the reduction of waste across the site and the overall reduction of our carbon footprint.

In the Jacobs building there is a food waste bin in the kitchen and other recyclables can be placed in the bin in the boot room which are clearly labelled.

Bins for general waste and recycling are located next to the gates at the top of the site. Rubbish is collected on Tuesday mornings. We take recycling seriously and would like to ask you to please recycle as much as you can: Paper, cardboard, hard plastic (no film or bags), glass and cans should all be recycled. If you are staying in one of the Pods, you will be able to separate your food waste as well. Cove Park is a member of the Green Arts Initiative.

As a further bid to reduce our carbon footprint we would also encourage residents to utilise the local suppliers they will be able to support you

placing an order in advance of your visit should you have specific requirements. (Local suppliers list is shown below)

Workspace

There are various workspaces in the Jacobs Building and we ask that you wipe them down after use.

Telephone and IT Facilities

Landline telephones are not provided within the accommodation units. We ask that you bring a mobile with you. Due to our geographical location mobile reception varies by network provider but most residents can access 4G in their accommodation units.

Wi-Fi is only available in the Jacobs Building. Being in a rural location, we do not have access to super-fast broadband, so it isn't always possible to use Zoom or FaceTime, or to stream video content.

Library

Cove Park has a library that comprises a collection of arts publications, journals, reference material and fiction, much of which has been generously donated by other arts organisations and previous residents. We are always happy to receive donations.

You are welcome to make use of the collection whilst on residency.

Laundry

A washing machine and tumble dryer are available for residents' use. We also provide fabric detergent and softener. The laundry can be accessed 13.00-16.00 Tuesday, Wednesday, Thursday, and Friday [the housekeeping team make use of it all day on Monday and each morning]. We have a room in the Jacobs Building where clothes can be hung to dry.

Accommodation

Residents are allocated one of three types of self-catering accommodation:

1 The Pods (Oak and Taransay)

Both Pods have two en-suite bedrooms. Oak has a large kitchen and lounge that is shared by both bedrooms. Taransay has one (shared) lounge and two self-contained kitchenettes. All kitchens contain a microwave, hob, pots and pans, a kettle, fridge and toaster. Oak Pod has two double bedrooms; Taransay has two bedrooms which can be set up as double or twin rooms. The Pods featured in the BBC series *Castaway* and were moved from the Hebridean Island of Taransay to Cove Park in 2000.

2 The Cubes

The six Cubes each have an open plan bedroom, mini-kitchen with a microwave, electric hobs, pots and pans, a kettle, fridge and toaster, lounge with desk and shower-room. The Cubes were devised by the London-based company Urban Space Management and are constructed from recycled freight containers. They provide spectacular views over Loch Long. The cubes are insulated and contain electric radiators. All cubes offer double beds and a sofa bed.

3 The Jacobs Building Units

Adjoining our Jacobs Building are two newer bedrooms with kitchenettes and en-suite bathrooms. One of the rooms is wheelchair accessible. One contains a double bed, while the other offers a day bed that can be used as single or king; each bedroom contains a work desk, kitchenette with a microwave, hob, pots and pans, toaster, kettle and fridge.

Both have adjoining studios, which are reserved in conjunction with the accommodation.

Bed linen is provided but please bring your own towels. We provide toilet roll but ask you to bring all other toiletries.

Other items you may want to bring with you include:

- Radio
- Torch
- Waterproof clothing/wellingtons/walking boots (Weather conditions can change quickly).

The accommodation is thoroughly cleaned and disinfected before each resident's arrival.

Each of the accommodation has a small First Aid Kit and in Oak there is a large First Aid Kit.

Studios

Cove Park has three private studios - 1, 2 and 3 (approx. 26m sq), with two additional studios (4 and 5) available to those using the bedrooms adjoining the Jacobs Building. All have good natural and artificial lighting. Studios 4 and 5 have partial black out. The studios are ideal as a general workspace. Workspace is agreed in advance and is allocated to meet the specific needs of each individual or group.

The Nissen Hut

The Nissen Hut is provided as a large workshop space for use by artists on site on prior agreement. This is currently a basic workspace with benches and access to power and lighting. If you plan to undertake work in the Nissen Hut please bring your own personal protective equipment, such as dust masks and eye protection. There is a First Aid Kit in the Nissen Hut.

Please note: Cove Park does not have tools; residents should bring their own specialised equipment and are responsible for insuring their own items. Please notify staff of any potentially dangerous equipment that you are bringing on site.

If you are bringing chemicals or other hazardous materials or substances on site, please alert staff, so that we can advise if they can be stored safely.

Toilets

We are not on mains sewage and so rely upon septic tanks. They are not as sturdy as a mains system so please ensure that no foreign objects such as sanitary waste, tampons or cotton pads or buds or wipes are flushed.

Keys

Please arrive at the Jacobs Building. We will then direct you to your accommodation, which will be open for you. We provide one set of keys for each unit. If you have any questions concerning security on site, please contact a member of staff directly.

Cove Park has property insurance cover but is not responsible for your personal valuables or any equipment you bring with you. The office has temporary secure space for small items (cameras etc.) if required.

For the Jacobs building there is a key box at the bottom of the ramp and a key for the front door is stored here using code 0500 please return the key after use.

No Smoking Policy

Cove Park operates a no smoking policy in all buildings. We request that residents smoke away from the Jacobs Building and avoid smoking at the main entrance to the building.

Meals and Catering

All accommodation is self-catering. We recommend that residents bring food with them on their day of arrival. Some local shops and farms deliver to the Jacobs Building at Cove Park, as do Asda, Morrisons and Tesco (see websites below).

Departure

On departure, we ask that you:

- Vacate by 10am (late check-out cannot be accommodated because of the cleaning and disinfecting required).
- Leave a small window open, if you have one in your accommodation (please don't leave a door propped open).
- Leave the key for your accommodation in the door.
- Place any unused food in the communal fridge in the Jacobs building.
- Take all general waste and recycling up-site to the bins beside the Jacobs Building. Recycling must be removed from bin bags and plastic film cannot be recycled in Argyll and Bute.
- Place all bed linen, bathmats, tea towels etc. in the red bin bag provided and tie. Please leave the bag within the accommodation.
- Let us know of any breakages or faults in the accommodation through the [feedback form](#) or by contacting staff.
- Ensure that any heaters or towel radiators are switched off.

Inventory and Maintenance

We would be grateful if you could return borrowed or moved items (between accommodation and studio, for instance) and if you could report any breakages, damage etc. to staff before your departure. In the unlikely event that serious damage is done, the resident bears full responsibility for repair and/or replacement.

If anything in your accommodation requires maintenance whilst you are on residency, please use the [feedback form](#) or contact the office on [01436 850500] or the member of staff who is on call. We may need to ask you to vacate the accommodation whilst maintenance is being carried out.

Guest Policy

At present we allow visitors to site, however, all visitors must follow the same guidance for COVID-19 lateral flow testing as found [on our website](#) and within.

Unless your pet is instrumental to your access needs, we ask you to come alone. The site includes livestock and our accommodation units are not set up for pets.

Shopping

Cove Park is a ten-minute drive from local shops in the villages of Cove, Kilcreggan and Rosneath, and is twenty minutes' drive from the town of Helensburgh.

Local amenities include:

- [Ardardan Farm Shop \(delivery available\)](#)
- [Cove Country Store](#)
- [Gingerbread Man Bakery](#)
- (delivery to Cove Country Store order on Tuesday for delivery the following Saturday)
- [K Walkers Butchers, Kilcreggan](#)
- [Co-op Grocery Store, Rosneath](#)
- [Bank of Scotland, Kilcreggan](#)
- [Boots Chemist, Kilcreggan](#)
- [Cove Community Library \(at Cove Burgh Hall\)](#)
- [Eureka Hardware Store, Garelochhead](#)
- 01436 810134
- [Kilcreggan Post Office](#)
- [Needle and Anchor hardware, Rosneath](#)
- 01436 831928
- [Raymond Grieve Builder's yard](#)
- [Crust on a bike](#)
100% authentic sourdough, made in Kilcreggan and delivered locally (on a Friday) by cargo bike. Call Petrina on 07719962544 to order. The delivery route is currently limited to Kilcreggan and to Cove Burgh Hall, but local collection can be arranged.

The nearest petrol station is in Garelochhead or, if travelling north, in Arrochar.

Helensburgh has branches of the main banks and building societies as well as Morrisons, Tesco, Co-op, Boots and WH Smith. Helensburgh also has a small art store and a larger DIY store.

A fish van visits Kilcreggan every Tuesday morning (and is parked outside the Kilcreggan Café from approximately 11am).

Food and Drink

There are lots of options for food and drink. Opening hours may be subject to change, so please contact directly before making a journey. Here are a few suggestions:

- Café at Kilcreggan, Kilcreggan
- Harvest Moon Deli, Clynder
- Knockderry House Hotel, Cove
- Loch Fyne Oyster Bar, Cairndow
- The Creggans Bar, Kilcreggan
- The Perch Café, Garelochhead
- Riverhill Café, Bar and Restaurant, Helensburgh
- Sugar Boat, Helensburgh

Transport

From Glasgow by Train:

Trains run every half hour between Glasgow Queen Street and Helensburgh Central. From there you can take a taxi to Cove Park, ca. 20 min / £30.

Alternatively, trains run from Glasgow Central to Gourock where a passenger ferry service crosses the Clyde to Kilcreggan (10 mins by taxi to Cove Park). Tickets are purchased on the ferry (credit and debit cards now accepted).

<http://www.thetrainline.com>

<https://www.calmac.co.uk/destinations/kilcreggan-rosneath>

From Glasgow International Airport:

Glasgow International Airport is served by most of the main operators with flights to over 100 destinations around the world. The airport is 45 minutes' drive from Cove Park.

Alternatively, trains run from Paisley Gilmour Street railway station, which is 10 minutes by shuttle from Glasgow Airport, to Gourock, allowing you to connect with the passenger ferry. From Glasgow Airport take shuttle to Paisley Gilmour Street Station. At Gourock follow the signs to the Dunoon Ferry/Ferry Terminal building but be mindful to take the Kilcreggan ferry (and not the one for Dunoon).

The passenger ferry to Kilcreggan leaves the quay just before you reach the terminal and tickets can be purchased on board. The ferry schedule changes every six months and it is advisable to check the times on the CalMac website [details above] or phone 0800 066 5000.

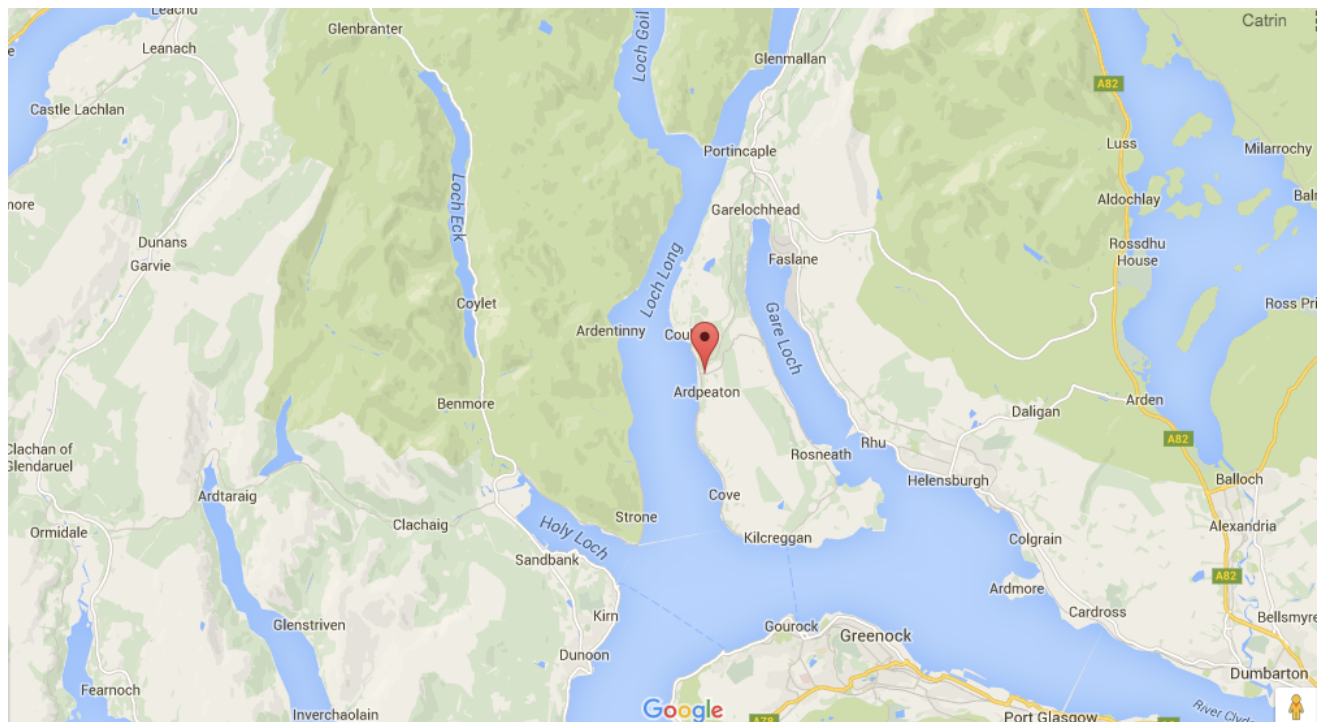
The ferry does not cross in poor weather or high winds. We recommend that you always check the ferry twitter page @CalMac_Updates before setting out.

Directions by Car:

- On M8, go west through Glasgow
- Cross Erskine Bridge going North
- Take A 82 signed Crianlarich
- Keep going along Loch Lomondside
- Take A 817 signed Garelochhead
- Drive 20 mins to roundabout
- Take road signed Arrochar
- Drive one mile to second roundabout
- Take road signed (in red) Coulport
- After 4.4 miles turn left immediately after sign ‘Accident Blackspot’
- At T-junction next to Nature Reserve turn right
- Cove Park is 300 yards on the left

General Transport:

The peninsula is serviced by a regular and reliable bus service run by Wilson’s of Rhu. The bus enables residents without a car to travel to the local villages. Bus drivers will accept payment by card or exact fare if paying with cash. Timetables for the bus service, are available here http://www.wilsonsofrhu.co.uk/local_services.html and from the office.



Cove Park Team

Lynn Barr, Housekeeper

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Main Office

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Scotland

Office: (+44) 01436 850500
E-mail: information@covepark.org
Web: www.covepark.org

The office will be staffed Monday - Friday, 09.00 - 17.00.

Other Contact Numbers

Call 999 in a medical emergency. This is when someone is seriously ill or injured and their life is at risk.

Call 111 if you have an urgent medical problem and you are not sure what to do. Please call this number only out of hours when you cannot reach a local general practitioner or dentist.

Doctors

Dr Donal Murray, Kilcreggan Medical Centre, Fort Road, Kilcreggan, 01436 842156. The surgery is open Monday, Wednesday, Thursday and Friday, 8am - 6pm. On Tuesday it is open 8am - 1pm. After 1pm cover is provided by Garelochhead Medical Centre (01436 810370). It is closed on Saturdays and Sundays. If you need medical advice outside of surgery hours, please call NHS on 111.

Dentist

There is no dentist on the peninsula. The nearest dental surgeries are in Helensburgh. In an emergency contact NHS on 111.

Taxis

Peninsula Cabs 07403694550

We hope this handbook helps to make your stay as welcoming and comfortable as possible.