

[Hants & Dorset Amateur Rowing Association]

WATER SAFETY POLICY.

The Hants & Dorset ARA - and its affiliated Clubs and Events are committed to the observance of the Amateur Rowing Association Water Safety Code of Practice plus any additional requirements imposed by the Hants & Dorset ARA.

The Associations Water Safety policy is controlled and administered by a Water Safety-Sub Committee which is re-appointed annually at the Associations Annual General Meeting and currently consists of a Chairman, up to six representatives from association Clubs and Events and a representative from the Wessex Regional Rowing Council.

The Safety Sub-Committee acts on behalf of the Wessex Regional Rowing Council with regards to observance of the ARA Water Safety Code of Practice for ARA affiliated Clubs within the Association. The Hants & Dorset Water Safety Sub-Committee is represented at Wessex Regional Rowing Council Meetings and the Wessex Regional Rowing Council is represented at Hants & Dorset ARA Water Safety meetings. A member of the Hants & Dorset ARA Safety Sub Committee acts as the Wessex Regional Rowing Council Safety Advisor and is a member of the National Water Safety Committee and is invited to their meetings.

The Associations Safety Sub-committee meets informally throughout the year and formally at least once a year when representatives of all the Associations Clubs & Events and there Safety Advisors plus the Wessex Regional Rowing Council is entitled to attend.

Point of contact with affiliated Clubs and Regatta's is through Club and Event Secretaries and Club and Event Safety Advisors. A register of Club and Event Safety Advisors is maintained by the Association. Information relating to Water Safety Matters is distributed to all affiliated Clubs, Events and Safety Advisors on a regular basis.

Activities of the Water Safety Sub Committee:

- 1) Monitors observance of the ARA Water Safety Code of practice.
- 2) Makes recommendations and observations to the ARA regarding the ARA Water Safety Code of Practice.
- 3) Maintains a register of Club and Event Safety Advisors.
- 4) Gathers and distributes information on Water Safety Matters to affiliated Clubs and Events and their Safety Advisors.
- 5) Advises Association Clubs and Events on Water Safety Matters.
- 6) Monitors, administers and undertakes Safety Audits on Affiliated Clubs and Events making recommendations and issuing non-compliances where necessary.
- 7) Maintains a register of boats owned by Affiliated Clubs and undertakes Safety Inspections of Club boats and issues reports on their condition from a Water Safety point of view.
- 8) Maintains and administers the Association owned Water Safety Equipment and makes arrangements for the equipment to be available to Association Affiliated Events.
- 9) Issues guidelines and codes of practice on Water Safety issues.

AUDIT PROCEDURES:

Club Safety Audits are a two stage process.

- 1) Annually each affiliated Club is expected to complete a self-audit form. The Club self-audit is a mandatory requirement by the ARA as part of a Clubs Affiliation process.
- 2) The Water safety Sub Committee will carry out a further re-audit of Clubs selected at random - with the intention of re-auditing each Club at least every five years.

Event Audits.

The Event audits are a three stage process.

- 1) Each Event Race carry's out a self-audit of its safety facilities and procedures which should be completed at least one month before the Regatta and sent to the Association Secretary who will check it to ensure intended compliance with the ARA Water Safety Code and any additional H&D Safety instructions.
- 2) Each Event is re-audited, on the day by a member of the Safety sub Committee.
- 3) The self audits/re-audits are analyzed by the Safety Sub Committee and Event secretaries are advised of any areas of concern/non-compliance.

The ARA Audit forms are used for the self-audits and re-audits of the Clubs and Regatta's. The Club self-audit is a mandatory requirement by the ARA as part of a Clubs Affiliation process - and should be sent to the ARA who will copy them to the Hants & Dorset Safety Sub Committee (Wessex Region Safety Advisor). Non ARA affiliated Clubs should still complete the form sending it directly to the Association Secretary. Non-compliance notices are issued and recommendations made as required. Copies of event re-audits are sent to Event Secretaries and Event Safety Advisors.

Boat Inspections.

Boat inspections are undertaken at least three Regattas during the season by members of the safety Sub Committee. At least one boat from each Club in attendance is selected at random and subject to an inspection using a standard Water Safety Boat Inspection form. Non-compliance notices are issued and recommendations made as required. Copies of Boat Inspections are circulated to all members of the Safety Sub Committee and each Club Secretary and safety advisor receives a copy of the reports on their boats.

Guidelines, Articles & Codes of Practice.

Information and articles on Water Safety matters are gathered by the Safety Sub Committee and distributed to Club & Event Secretaries and Safety Advisors. Codes of practice on specific aspects of Water safety are also produced and published the relevant parties.

Water Safety Equipment.

The Association owns and maintains a set of Safety equipment that is loaned to each affiliated event for the use of the Racing Officials at the event. The Water Safety Sub Committee maintains and administers the distribution of the safety Equipment to Affiliated Events.